

CHAPTER ONE

UNIT REQUIREMENTS

A. PAC RESPONSIBILITIES:

- 1. Assist Soldiers in preparing necessary forms and documents for pay related items ensuring submission in a timely manner. Units must submit all documents to the Finance Office within 48 hours of receipt. Report duty status changes immediately.**
- 2. Submit documents to the Finance Office attached to a Unit Transmittal Memorandum (UTM). Ensure all documents have the Input Source Code (ISC) annotated in the upper right hand corner.**
- 3. Submit a letter of lateness signed by the commander explaining reason for late submission for documents over 30 days old from effective date.**
- 4. Prepare the Unit Transmittal Memorandum IAW DA PAM 600-8, Chapter 8 (see Chapter 2).**
- 5. Pay Timeliness**
 - a. Any pay entitlement affecting a Soldier's monthly "take-home" pay that accepts on the Soldier's master military pay account (MMPA) within thirty (30) days of the effective date of entitlement is considered timely.**
 - b. Our goal in the area of timeliness is to receive and process all documents within the first ten days that the action is effective. By submitting UTMs at least three times a week, the Finance Office can better ensure Soldiers receive prompt and accurate service.**
- 6. Answer all pay inquiries at the unit PAC level if possible. If the inquiry cannot be answered at the PAC level prepare a pay inquiry (DA Form 2142), (see Chapter 3) stating the reason for inquiry and submit to the Finance Office. Allow 3 working days for receipt of response to the pay inquiry.**
- 7. Leave and Earnings Statement (LES)**
 - a. The Finance Office will notify each unit of the date, time, and place of LES pickup.**
 - b. Personnel authorized by Commanders are responsible for picking up Leave and Earning Statements (LES) and Net Pay Advices (NPA) for their units. An authorization memorandum must be provided to the Finance Office authorizing release to individuals authorized for pick up.**

c. The LES Request Form, (see Chapter 6, Figure 6-1) will be used to request missing LES. The Finance Office will provide missing LES' within 24-48 hours of receipt of request.

d. Return all LES received for Soldiers Absent Without Leave (AWOL), confined or deserted. Reason for return must be annotated in the upper right hand corner of the LES (ETS, PCS, AWOL, DFR, Confinement, etc.).

e. Leave and earning statement belonging to Soldiers who have departed on a PCS or ETS move be returned to the Finance Office.

f. Newly arrived Soldiers should receive a current LES when they process through the Finance Office during in-processing. A request may be made if this did not occur.

8. The Unit Commander's Finance Report (UCFR) will normally be handed out with LES' during monthly LES distributions. PACs will ensure each Commander gets the report and return a certified copy to the Finance Office by the suspense date established by the Finance Office. The suspense date for UCFR turn-in is normally 10 days after receipt of the report. If this day falls on a weekend, the suspense date is the next working day.

9. Pickup distribution from the Finance Office daily.

10. Ensure travel orders are issued on all individuals in the unit who are required to travel in an official capacity. Ensure individuals placed on TDY orders submit their claims within five working days of return as stated in the remarks section of their travel order. If the individual does not travel due to unforeseen circumstances, ensure that travel order is revoked or amended as necessary.

11. Review, reconcile and certify periodic military pay entitlement verification listings as they are received from the Finance Office. The entitlement verifications include but are not limited to foreign language proficiency pay, hazardous duty pay, special duty assignment pay, and family separation allowance.

12. Ensure desired pay changes are submitted as least 30 days prior to separating on PCS or extended TDY to ensure uninterrupted pay service.

B. INDIVIDUAL SOLDIER RESPONSIBILITIES:

1. Review his or her LES every month to ensure pay is correct. Pay very close attention to the remarks section on the LES. These remarks are the Defense Finance and Accounting Service (DFAS) and local Finance Office's way of informing Soldiers of an action they must

take to update their financial records, or warning them of a collection that will take place in the near future. Report discrepancies through appropriate chain of command.

2. Initiate desired pay changes (pay options, allotments, etc.) as soon as possible through the S1 (unit PAC). Submit any desired pay changes at least 30 days prior to PCS or extended TDY to ensure uninterrupted service.

3. Notify unit PAC immediately of any changes in marital status, dependents, private rental quarters, occupancy of government or contract housing, or any other changes that may affect entitlements.

4. Utilize the unit PAC as the initial POC for all finance related matters, particularly regarding paperwork previously submitted. The unit PAC receives reports after each update indicating the acceptance or rejection of submitted documents.

5. Keep copies of documents submitted to the Finance Office for own personal records or future reference.

CHAPTER TEN

SPECIAL PAY

A. GENERAL:

The Specialty Pays covered in this chapter include Foreign Language Proficiency Pay (FLPP), Hardship Duty Pay (HDP), and Special Duty Assignment Pay (SDAP).

I. FOREIGN LANGUAGE PROFICIENCY PAY

A. GENERAL:

1. An officer or enlisted member of the Armed Forces entitled to basic pay, who has been certified by the Secretary concerned in accordance with Service regulations to be proficient in a foreign language, identified by the Secretary of Defense for such pay, and who meets one of the following conditions, may be paid foreign language proficiency pay:

- a. Is qualified in a military specialty requiring a foreign language; or
- b. Has received training under regulations prescribed by the staff of the Secretary of the Army who is assigned to develop such proficiency; or
- c. Is assigned to military duties requiring such proficiency; or
- d. Is proficient in a foreign language for which the Department of Defense has authorized payment.

2. The member must certify annually and a copy of the orders must be provided to the Finance Office on a UTM for processing.

3. FLPP may be paid in addition to other pay and allowance to which a member may be entitled.

B. DEFINITIONS:

- 1. **Language Proficiency:** Level of proficiency a member possesses in a foreign language skill (listening, reading and/or speaking) as certified by the Secretary concerned.

C. FLPP CATEGORIES: FLPP I: FLPP I is for career linguists who are assigned to a position or those who are in the exempt categories for assignment.

1. **FLPP II:** FLPP II is for non-career linguists who are proficient in a language but are not assigned to a language position.

AMOUNT OF PAYMENT:

1. The FY 2000 Authorization Act authorized an increase in the maximum from \$100 to \$300 effective April 1, 2000.

<u>FLPP I</u>	Monthly Payment <u>FLPP II</u>	<u>Proficiency</u> (Listening/Reading/Speaking)		
\$100	\$50	2	2	2
\$150	\$75	2+	2+	2+
\$200	\$100	3	3	3

2. Foreign language proficiency pay may be awarded for proficiency in multiple foreign languages. A second language is an additional \$50 added to the first payment, and third language is \$100 added to the first payment to a maximum of \$300.

3. Entitlement to foreign language proficiency pay is computed on a 30-day month. Entitlement accrues through the effective date of the termination order. Payment will be prorated for that portion of the month which entitlement begins or ends.

D. CONDITIONS OF ENTITLEMENT:

1. Detailed instructions on maintenance, retention, and termination of foreign language proficiency pay status are specified in Army Regulation. Entitlement may be terminated at any time in accordance with Army Regulation.

2. **TAX.** Foreign language proficiency pay is an item of pay subject to Federal withholding tax. It is not subject to FICA tax.

II. SPECIAL DUTY ASSIGNMENT PAY- ENLISTED SOLDIERS

A. GENERAL

An enlisted member entitled to basic pay may qualify for special duty assignment pay when the member performs duties designated by the Secretary concerned as extremely difficult or involving an unusual degree of responsibility.

B. DEFINITIONS:

SPECIAL DUTY ASSIGNMENT: A duty assignment characterized by extremely demanding duties or duties demanding an annual degree of responsibility. Individuals are awarded a special duty identifier only for the purpose of assignment to a specific duty position.

C. TYPES OF SPECIAL DUTY ASSIGNMENT PAY AUTHORIZED:

Special Duty Positions	Time Periods	Rate of Pay
Production Recruiters (Includes SQI 4)		SD-6=\$375
Recruiters		SD-5=\$275
Staff Recruiters		SD-4=\$220
Component	0-6 Months	SD-1=\$ 55
Career	7-12 Months	SD-2=\$110
Counselors	Over 12 Months	SD-3=\$165
Drill Sergeants	0-6 Months	SD-3=\$165
	7-12 Months	SD-4=\$220
	Over 12 Months	SD-5=275
Specially Designated Personnel	0-6 Months	VARY
	7-12 Months	VARY
	Over 12 Months	VARY

D. PROCEDURES:

1. Orders must be issued to award, change, terminate, or reinstate SDAP. This is detailed in procedure 3-28 of DA PAM 600-8. The battalion S1 prepares a DA Form 2446 (Request for orders) using AR 600-8-105 military orders. The request for orders must include the Personnel Service Battalion (PSB/MPD) to issue the orders format 330 (Proficiency Pay). The correct level of SDAP will be annotated in the additional instruction portion of the order.

2. A single order should be used to award or change each rate of pay with the appropriate effective dates applied. Also, this rule will allow Soldiers to continue receiving their SDAP entitlement at the same level until arrival at the new duty station.

3. The gaining command will publish orders that reflect the new assignment and correct level of SDAP, and ensure the SIDPERS database reflects the correct SDAP level.

4. Losing commanders will implement measures to ensure that SDAP termination orders are cut upon PCS when the Soldier is not PCSing to another SDAP assignment.

5. SDAP entitlement accrues from the date of authorization through the day before the effective date of the termination order. SDAP will be prorated for those portion of the month the entitlement starts/stops. The accuracy of the entitlement date on the orders is essential for ensuring the correct personnel and pay transactions are processed and the Soldier receives the correct pay entitlement. Criteria for determination of SDAP entitlements are outlined in Chapter 3, AR 614-200.

6. All Soldiers who have been affected by the above change must have orders issued to Terminate the old entitlement, if applicable, and authorize the new entitlement level.

E. ELIGIBILITY REQUIREMENTS: A Soldier entitled to basic pay may qualify for special duty assignment pay when the member performs duties designated by the Secretary concerned as extremely difficult or involving an unusual degree of responsibility. A member entitled to special duty assignment pay may receive such pay in addition to any other pay or allowances to which entitled. Special duty assignment pay status is awarded according to applicable Army Regulations.

F. CONDITIONS OF ENTITLEMENT:

1. Conditions affecting entitlement to special duty assignment pay are shown in Table 8-2 of the DODFMR, Vol. 7A.

2. Detailed instructions on maintenance, retention, and termination of SDAP are specified in AR 614-200.

G. DATE TO STOP SPECIAL DUTY ASSIGNMENT PAY: Table 8-2 of DODFMR Vol. 7 tells how to determine the last day on which special duty assignment pay accrues to a member. Stop special duty assignment pay on the date shown in table 8-2, unless an earlier date is specified in the order terminating such pay status.

H. TAX: Proficiency pay or special duty assignment pay is subject to withholding of income tax. Neither is subject to withholding of FICA taxes.

CHAPTER ELEVEN

ABSENT WITHOUT LEAVE (AWOL) AND DROPPED FROM ROLLS (DFR) PROCEDURES

A. GENERAL:

1. The unit commander is responsible for promptly and accurately determining if a Soldier's absence is authorized or unauthorized, and if such an absence should be chargeable as time lost to be made good. When a determination is made that a Soldier has entered into an unauthorized absence status, the unit commander will prepare and forward DA Form 4187 (Request for Personnel Action) and ensure an E-MILPO transaction is submitted to change the Soldier's duty status from present for duty (PDY) to ABSENT WITHOUT LEAVE (AWOL). Other administrative actions must be taken in accordance with AR 630-10 to include suspension of favorable personnel actions, discontinuation of allotments, inventory of personal property, notification of next of kin (NOK) and preparation of dropped from the rolls (DFR) packet after the Soldier's 31st day of consecutive absence.

2. Commanders will immediately:

a. Conduct an inquiry to determine the Soldier's location and possible reason for absence and record the results on DA Form 4384.

b. When determination of AWOL status has been made, the BN S1 prepares a Duty Status Change E-MILPO transaction, prepares a DA Form 268 (Flag) and DA Form 4187, which must be hand carried within 24 hours to the Personnel Office. Additionally, the unit notify the PMO and ensure the DA Form 4187 is stamped by PMO and submitted to the servicing Finance Office utilizing the unit transmittal memorandum. *Note: If the PMO is not available to stamp the DA Form 4187, submit to the Finance Office for processing without the stamp.**

c. Conduct personal effects inventory in accordance with AR 700-84.

d. If the individual had access to classified defense information or information appears to have been compromised, report the incident through command intelligence channels in accordance with paragraph 2-5b, AR 381-20.

e. Have allotments discontinued in accordance with Military Pay and Allowance Procedures (AR 37-104-4).

f. Notify absentee's NOK by letter on the 10th day of absence. If the NOK is a spouse active duty in the grade of specialist, corporal, private first class, or private with four years or less service, inform the spouse of the entitlement to request basic allowance for quarters IAW AR 630-10, Figure 2-1, 2-2 and 2-3.

g. Ensure the Battalion S1 drops the individual from the rolls of the organization effective on the 31st day of consecutive absence. Take the following actions after the Soldiers has been DFR from the unit:

(1) Complete DA Form 4187, reporting the Soldiers change of duty status from AWOL to DFR.

(2) Prepare DD Form 458 (Charge Sheet) in triplicate.

(3) Initiate DD Form 553 (Deserter Absentee Wanted by the Armed Forces) in accordance with AR 190-9 within 48 hours of the date of DFR.

(4) Forward the DA Form 4187 and DD Form 553 to the Provost Marshal Office, AWOL Apprehension, to be stamped. Forward the DD Form 458, DA Form 4187, and DD Form 553 to the Personnel Office and to the servicing Finance Office to ensure the Soldier's pay account is updated. A copy of the DA Form 4187 to drop the Soldier from rolls must be submitted on the unit transmittal memorandum.

(5) Consolidate documentary evidence of AWOL and DFR with health records to include SF 601, immunization record and dental records and forward to 502nd PSB, Records Section, Bldg. 1118, Room 217.

(6) Ensure, "Flag" transaction is submitted to BN S1 to change reason codes from AWOL to DFR and taken to Personnel Office.

(7) When the absentee has family members qualified for medical care in a uniformed service facility or who are receiving civilian care under TRICARE, notify the appropriate medical facility commander.

(8) Notify the absentee's next of kin, by letter (return receipt requested) informing them of the individual's unconfirmed military status, and request their assistance in obtaining true status. This letter should be discreet since the individual may be deceased, serving a sentence in civilian confinement, confined in a mental institution or any of several sensitive situations.

(9) Revoke security clearance in accordance with AR 604-5.

(10) Provide the local Provost Marshal with additional information, which can supplement that provided at the time the DD Form 553 was prepared.

4. S1 Responsibilities:

a. S1s will ensure a complete DFR packet consists of the following:

(1) DA Form 4187 (Include the DA Form 4187 for both the AWOL duty status change and DFR change).

(2) DD Form 553 (Deserter/Absentee Wanted by the Armed Forces).

(3) DD Form 458 (Charge Sheet).

(4) DA Form 4384 (Commander's Report of Inquiry Unauthorized Absence).

(5) DA Form 268.

(6) Letters to next of kin when the Soldier was AWOL and also DFR.

(7) Revocation of Security Clearance, if applicable.

(8) Health and Dental Records.

(9) Inventories of the Soldier's military clothing and issue, and the service member's personal clothing and effects.

b. Upon return to duty from AWOL:

(1) BN S1 prepares a Duty Status Change e-MILPO transaction and DA 4187 that must be hand carried to the Personnel Office and notify the PMO of the duty status change. A copy of the DA Form 4187 to change the Soldier's duty status to "Present for Duty" must be submitted to the servicing Finance Office on the unit transmittal memorandum.

(2) Deserters who return to military control (RMC) will be attached to the Personnel Confinement Facility supporting the area where they returned. USADIP will coordinate the possible return of deserters to their original unit of assignment only when other serious charges are pending and have been specified on DD Form 458.

CHAPTER TWELVE

PAY ELECTIONS & ALLOTMENTS

1. GENERAL: SURE PAY (check to financial institution) is "MANDATORY" IAW AR 37-104-4 1-6 (b). Soldiers reenlisting, extending or entering on active duty after 1 August 1992 will have direct deposit (SURE PAY).

2. PAY ELECTIONS: Once or twice a month. Soldiers may elect payment once or twice a month. A Soldier who elects payments once a month will be paid on the first of each month. A Soldier who elects payment twice a month will be paid on the first and fifteenth of each month. These dates will fluctuate due to weekends and official holidays. DA Form 3685 (see Figure 12-1) is the only authorized document to initiate pay elections. In addition, the SF 1199A (see Figure 12-2) will be used for to initial sure pay or change financial institution.

a. Procedures:

1. Pay elections and sure pay forms must be submitted to the servicing finance office on a unit transmittal memorandum for processing.

2. Soldiers may change his/her financial institution without having to go through the servicing finance office by using myPay (see Chapter 14).

3. ALLOTMENTS

a. DISCRETIONARY: Military Service members are authorized no more than six discretionary allotments. Service members are authorized no more than one discretionary allotment to the same allottee. Allotments of this type may be started and stopped at the discretion of the service member. The following is an inclusive list of the types/purposes of the discretionary allotment:

1) ALLOTMENTS TO DEPENDENTS OR RELATIVES: Allotment of pay authorized for dependents, relatives, or divorced spouses. These allotments may be authorized by the service member and stopped at any time. Effective 1 October 1996, allotments for dependents must be directed to financial institution. Service members may no longer direct allotment to be paid by check to address.

2) INSURANCE ALLOTMENTS: Allotments that are authorized by service member to pay for private insurance.

3) ALLOTMENTS TO FINANCIAL ORGANIZATIONS AND

INVESTMENT FIRMS: Service members may authorize allotments of pay to financial organizations for credit to the account of the member. They may be deposited to checking, savings, trust account, and for the purpose of investing.

4) ALLOTMENTS FOR PAYMENT OF MORTGAGE OR RENT:

Service members may authorize allotments of pay to mortgage companies, financial institution, realtor and landlords.

5) OTHER ALLOTMENTS: Service members may authorize an allotment for payments of car or personal loans.

b. NON-DISCRETIONARY ALLOTMENTS: These allotments are characterized by the limitations set upon them. Some may be initiated by the Soldiers and usually run for a prescribed period of time. Others are started without the authorization of the Soldiers and are mandated by court orders or loan repayments. The following is a list of non-discretionary allotments:

1) CHARITABLE CONTRIBUTIONS: Members are authorized to make charitable contributions by allotments to the Combined Federal Campaign and the Army Emergency Relief. These allotments must be at least \$1 per month and each allotter is only authorized one of these allotments. These allotments run for a twelve-month period but may be stopped upon the Soldiers written request.

2) VEAP (VETERANS EDUCATION ASSISTANCE PROGRAM): VEAP provides education assistance on a contributory basis to those eligible members entering the Armed Forces on or after January 1, 1977, and before July 1, 1985. The EDSAV allotment will be established with non-discontinuance date. The amount of the allotment will not be less than \$25.00 and no more than \$100.00. For active duty participants, allotment stop action must be made to Soldier's account prior to an EDSAV refund request. A VA Form 4-5281 will be used for all EDSAV refund requests.

3) ALLOTMENTS FOR CHILD AND SPOUSAL SUPPORT: Upon proper notification from an authorized person, the DFAS Center (Cleveland) will start a statutorily-required child and/or spousal support allotment from the pay of a member when the member has failed to make periodic payments, under a support order, in the amount of the court order. DFAS is the only organization authorized to stop these allotments upon liquidation of debt or by court order.

4) ALLOTMENTS FOR COMMERCIAL DEBTS: Upon receipt of a judgement for commercial indebtedness against a service member, the DFAS Center (Cleveland) will impose an involuntary allotment against the Soldiers pay and entitlements to satisfy such judgement.

c. Procedures:

1. All forms will be completed by the Soldier in blue or black ink. In block 18 of DD Form 2558, the Soldier must annotate “checking” or “savings” next to the account number.

2. Original will be forwarded on a UTM to the servicing finance office. Soldiers may start, stop or change an allotment through myPay (see Chapter 14) without having to go through their servicing finance office.

3. Extreme care must be taken in preparation of these forms. Every block must be completed in its entirety for the particular action being requested. The following areas are particularly important and necessary before final processing can be accomplished:

a. The social security number must be indicated for the bond owner and/or co-owner, if other than the Soldier.

b. Allotments are only issued once a month so start dates must be identified by month and year. Please note that allotments submitted after EOM pay cutoff can not be started until the next months ending pay period. (Example: allotments started for the month of August will not go out until September the 1st)

c. All allotments addressed to a financial institution (Bank, Credit Union, etc...) must be annotated with the organization’s nine digit routing number.

JUMPS - JSS PAY ELECTIONS <small>For use of this form, see AR 37-104-3; the proponent agency is ASA(FM)</small>				
PRIVACY ACT STATEMENT				
Authority: Title 37 USC, Section 101.		Principal Purpose: To provide the service member a means of electing the manner in which he or she desires to receive pay and allowances.		
Routine Use: To establish the pay account of the MMPF.		Disclosure: Disclosure of your social security number (SSN) and other personal information is voluntary; however, without the requested information, the Finance Office cannot identify members, or take the requested action.		
1. HOW DO YOU WANT TO BE PAID? (X one item.)		2. METHOD OF PAYMENT (X one item.)		
<input type="checkbox"/> a. Once a Month		<input checked="" type="checkbox"/> a. Sure Pay/Direct Deposit (Complete Section 4.)		
<input checked="" type="checkbox"/> b. Twice a Month		<input type="checkbox"/> b. Check to Address (Complete 5.)		
3. HELD PAY (NOTE: All amounts may be withdrawn at any time upon application to your Finance Officer.)				b. SPECIFY AMOUNT
<input type="checkbox"/> a. If a held pay amount is also desired, check box and enter amount.				\$
4. SURE PAY/DIRECT DEPOSIT (X one box.)				
<input checked="" type="checkbox"/> a. SF 1199A attached. (Complete items (1) through (5)).		<input type="checkbox"/> b. SF 1199A on file. (Use this box if you already have SURE PAY/DIRECT DEPOSIT to this financial institution) (Do not complete items (1) through (5)).		
(1) NAME OF FINANCIAL ORGANIZATION ANYONES FEDERAL CREDIT UNION				
(2) SAVINGS OR CHECKING ACCOUNT NO CHECKING		(3) NAME OF ACCOUNT HOLDER ELMER REAVES		
(4) STREET NO., RR NO., P.O. BOX 100 ANYONES STREET		(5) CITY, STATE, ZIP CODE (Or Country) ANYWHERE, COLORADO 80911		
5. CHECK TO ADDRESS (Provide complete mailing address.)				
a. STREET NO., RR NO., P.O. BOX *****NOTE THIS OPTION IS NO LONGER AVAILABLE*****				
b. CITY		c. STATE	d. ZIP CODE	e. COUNTRY
6. REMARKS				
7. I HEREBY AUTHORIZE PAYMENT AS SPECIFIED ABOVE.				
a. TYPED OR PRINTED NAME REAVES, ELMER			e. NAME AND ADDRESS OF ORGANIZATION C CO 1-8 INF FT CARSON, CO 80913	
b. SSN 123-45-6789				
c. SIGNATURE		d. DATE 0*0201		

DA FORM 3685, SEP 90

DA FORM 3685-R, APR 90 IS OBSOLETE

USAPPC V2.10

FIGURE 12-1

12-4
2/22/2006

DIRECT DEPOSIT SIGN-UP FORM

DIRECTIONS

- To sign up for Direct Deposit, the payee is to read the back of this form and fill in the information requested in Sections 1 and 2. Then take or mail this form to the financial institution. The financial institution will verify the information in Sections 1 and 2, and will complete Section 3. The completed form will be returned to the Government agency identified below.
- The claim number and type of payment are printed on Government checks. (See the sample check on the back of this form.) This information is also stated on beneficiary/annuitant award letters and other documents from the Government agency.
- Payees must keep the Government agency informed of any address changes in order to receive important information about benefits and to remain qualified for payments.
- A separate form must be completed for each type of payment to be sent by Direct Deposit.

SECTION 1 (TO BE COMPLETED BY PAYEE)

A NAME OF PAYEE (last, first, middle initial) REAVES, ELMER			D TYPE OF DEPOSITOR ACCOUNT <input checked="" type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS																
ADDRESS (street, route, P.O. Box, APO/FPO) C CO 1-8 INF			E DEPOSITOR ACCOUNT NUMBER <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;">5</td> <td style="border: 1px solid black; width: 20px;">8</td> <td style="border: 1px solid black; width: 20px;">9</td> <td style="border: 1px solid black; width: 20px;">5</td> <td style="border: 1px solid black; width: 20px;">2</td> <td style="border: 1px solid black; width: 20px;">4</td> <td style="border: 1px solid black; width: 20px;">1</td> <td style="border: 1px solid black; width: 20px;">-</td> <td style="border: 1px solid black; width: 20px;">5</td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> </tr> </table>			1	5	8	9	5	2	4	1	-	5				
1	5	8	9	5	2	4	1	-	5										
CITY FT CARSON	STATE CO	ZIP CODE 80913	F TYPE OF PAYMENT (Check only one) <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Social Security</td> <td><input type="checkbox"/> Fed. Salary/Mil. Civilian Pay</td> </tr> <tr> <td><input type="checkbox"/> Supplemental Security Income</td> <td><input checked="" type="checkbox"/> Mil. Active <u>ARMY</u></td> </tr> <tr> <td><input type="checkbox"/> Railroad Retirement</td> <td><input type="checkbox"/> Mil. Retire. _____</td> </tr> <tr> <td><input type="checkbox"/> Civil Service Retirement (OPM)</td> <td><input type="checkbox"/> Mil. Survivor _____</td> </tr> <tr> <td><input type="checkbox"/> VA Compensation or Pension</td> <td><input type="checkbox"/> Other _____ (specify)</td> </tr> </table>			<input type="checkbox"/> Social Security	<input type="checkbox"/> Fed. Salary/Mil. Civilian Pay	<input type="checkbox"/> Supplemental Security Income	<input checked="" type="checkbox"/> Mil. Active <u>ARMY</u>	<input type="checkbox"/> Railroad Retirement	<input type="checkbox"/> Mil. Retire. _____	<input type="checkbox"/> Civil Service Retirement (OPM)	<input type="checkbox"/> Mil. Survivor _____	<input type="checkbox"/> VA Compensation or Pension	<input type="checkbox"/> Other _____ (specify)				
<input type="checkbox"/> Social Security	<input type="checkbox"/> Fed. Salary/Mil. Civilian Pay																		
<input type="checkbox"/> Supplemental Security Income	<input checked="" type="checkbox"/> Mil. Active <u>ARMY</u>																		
<input type="checkbox"/> Railroad Retirement	<input type="checkbox"/> Mil. Retire. _____																		
<input type="checkbox"/> Civil Service Retirement (OPM)	<input type="checkbox"/> Mil. Survivor _____																		
<input type="checkbox"/> VA Compensation or Pension	<input type="checkbox"/> Other _____ (specify)																		
B NAME OF PERSON(S) ENTITLED TO PAYMENT ELMER REAVES			G THIS BOX FOR ALLOTMENT OF PAYMENT ONLY (if applicable) <table style="width: 100%;"> <tr> <td style="width: 70%;">TYPE</td> <td style="width: 30%;">AMOUNT</td> </tr> <tr> <td>****NOT USE BY</td> <td> </td> </tr> </table>			TYPE	AMOUNT	****NOT USE BY											
TYPE	AMOUNT																		
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C CLAIM OR PAYROLL ID NUMBER SSN 123-45-6789 Prefix Suffix			JOINT ACCOUNT HOLDERS' CERTIFICATION (optional) I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.																
PAYEE/JOINT PAYEE CERTIFICATION I certify that I am entitled to the payment identified above, and that I have read and understood the back of this form. In signing this form, I authorize my payment to be sent to the financial institution named below to be deposited to the designated account.			JOINT ACCOUNT HOLDERS' CERTIFICATION (optional) I certify that I have read and understood the back of this form, including the SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS.																
SIGNATURE	DATE	SIGNATURE	DATE																
SIGNATURE	DATE	SIGNATURE	DATE																

SECTION 2 (TO BE COMPLETED BY PAYEE OR FINANCIAL INSTITUTION)

GOVERNMENT AGENCY NAME <div style="height: 40px; border: 1px solid black;"></div>	GOVERNMENT AGENCY ADDRESS <div style="height: 40px; border: 1px solid black;"></div>
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SECTION 3 (TO BE COMPLETED BY FINANCIAL INSTITUTION)

NAME AND ADDRESS OF FINANCIAL INSTITUTION <div style="height: 40px; border: 1px solid black;"></div>		ROUTING NUMBER <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> <td style="border: 1px solid black; width: 20px;"> </td> </tr> </table>												CHECK DIGIT <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>
DEPOSITOR ACCOUNT TITLE <div style="height: 20px; border: 1px solid black;"></div>														
FINANCIAL INSTITUTION CERTIFICATION I confirm the identity of the above-named payee(s) and the account number and title. As representative of the above-named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above in accordance with 31 CFR Parts 240, 209, and 210.														
PRINT OR TYPE REPRESENTATIVE'S NAME	SIGNATURE OF REPRESENTATIVE	TELEPHONE NUMBER	DATE											

Financial institutions should refer to the GREEN BOOK for further instructions.
THE FINANCIAL INSTITUTION SHOULD MAIL THE COMPLETED FORM TO THE GOVERNMENT AGENCY IDENTIFIED ABOVE.
 NSN 7540-01-058-0224 **GOVERNMENT AGENCY COPY** 1199-207
Designed using Perform Pro, WHS/DIOR, Mar 97

FIGURE 12-2

AUTHORIZATION TO START, STOP OR CHANGE AN ALLOTMENT			
PRIVACY ACT STATEMENT			
AUTHORITY: 37 U.S.C., E.O. 9397.			
PRINCIPAL PURPOSE: To permit starts, changes, or stops to allotments. To maintain a record of allotments and ensure starts, changes, and stops are in keeping with member's desires.			
ROUTINE USES: Information may be released to computer service centers and other accounting services when such centers and services act as authorized agents of organizations specified by the member to receive allotments. Disclosure may be made to the Federal Reserve System when payment of allotment is made through the electronic fund transfer system to financial organizations. Records may also be disclosed to Congress; allottees, Secret Service; General Accounting Office, Federal, State and local courts; U.S. Treasury; and to the Department of Justice, in some cases for prosecution, civil litigation, or for investigative purposes.			
DISCLOSURE: Voluntary; however, failure to provide the requested information as well as the SSN may result in the member not being able to start, change, or stop allotments.			
TO BE COMPLETED BY ALLOTTER			
1. BRANCH OF SERVICE (X one) <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"><input checked="" type="checkbox"/> AIR FORCE</div> <div style="text-align: center;"><input type="checkbox"/> MARINE CORPS</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"><input checked="" type="checkbox"/> ARMY</div> <div style="text-align: center;"><input type="checkbox"/> NAVY</div> </div>		2. NAME OF ALLOTTER (Last, First, Middle Initial) (Print or type) KETZ, BRIAN J.	
		3. SSN 111-22-1425	4. PAY GRADE O2
5. ADDRESS OF ALLOTTER (Street or Box Number, City, State, ZIP Code) 100 EL PASO DRIVE COLORADO SPRINGS, CO 80955		6. DAYTIME TELEPHONE NUMBER (Include Area Code) 526-2233	7. EFFECTIVE DATE (YYYYMM) 200105
8. MONTHLY AMOUNT OF ALLOTMENT \$57.00			
9. NAME OF ALLOTTEE (First, Middle Initial, Last) ANYONES FEDERAL CREDIT UNION		10. ALLOTMENT ACTION (X one) <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"><input checked="" type="checkbox"/> START</div> <div style="text-align: center;"><input type="checkbox"/> STOP</div> <div style="text-align: center;"><input type="checkbox"/> CHANGE</div> </div>	
11. TERM IN MONTHS			
12. CREDIT LINE (If applicable) JANE KETZ		13. ALLOTMENT CLASS AUTHORIZED (X one) <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"><input type="checkbox"/> C - CHARITY/CFC</div> <div style="text-align: center;"><input checked="" type="checkbox"/> D - DISCRETIONARY ALLOTMENTS (Includes dependent support, payment to financial institution, insurance, repayment of home loan, rent, etc. (Notes 1 and 2))</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"><input type="checkbox"/> F - CHARITY - EMERGENCY/ASSISTANCE FUND CONTRIBUTION</div> <div style="text-align: center;"><input type="checkbox"/> L - REPAYMENT OF LOAN TO SERVICE ORGANIZATION (Red Cross, Relief Society, etc. - Navy and Marine Corps only)</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"><input type="checkbox"/> N - NSLI OR USGLI INSURANCE PREMIUM</div> <div style="text-align: center;"><input type="checkbox"/> T - PAYMENT OF DEBTS TO U.S., DELINQUENT STATE OR LOCAL INCOME/EMPLOYMENT TAXES</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"><input type="checkbox"/> - OTHER (Specify)</div> </div>	
14. ALLOTTEE'S MAILING ADDRESS (Street or Box Number, City, State, ZIP Code) 100 ANYONES STREET ANYWHERE, CO 80911			
15. IF FOREIGN ADDRESS COMPLETE AS FOLLOWS (Province, Country)			
16. REMARKS			
17. COMPANY CODE/FINANCIAL INSTITUTION/ROUTING TRANSIT NUMBER 12341111-1		18. ACCOUNT NUMBER/POLICY NUMBER 2345675845	
		19. TOTAL CLASS L AMOUNT \$	20. TOTAL CLASS T AMOUNT \$
STATEMENT OF UNDERSTANDING			
I understand that this allotment is legal and that by voluntarily completing this form, I am responsible for: <ul style="list-style-type: none"> - Ensuring that the information is correct; - Reviewing my Leave and Earnings Statement to ensure the allotment stops, starts, or changes as directed including amount and payee; - Collecting overpayments from the receiver (payee) of the allotment, if I do not change or stop the allotment after a loan is repaid; - Contacting the receiver (payee) of the allotment, at my expense, to obtain monthly statements for my personal records. 			
I also understand that any problems once the allotment is delivered to the receiver (payee) are beyond the control of the Defense Finance and Accounting Service (DFAS) and that DFAS is only responsible for ensuring proper delivery of any voluntary allotment for the period directed. I further understand that pursuant to conditions listed in the DoD 7000.14-R, Volume 7A, changes can be made by DFAS to an allottee's name, address, or account number.			
21. SIGNATURE OF ALLOTTER BRIAN J KETZ /S/			22. DATE (YYYYMMDD) 20010402
NOTE 1. Must be different address than allotter. Each dependent allotment must have a different credit line. Only one support allotment per dependent is allowed.			
NOTE 2. This is a voluntary allotment and can be to any payee you desire.			

FIGURE 12-3

CHAPTER 13

UNDER CONSTRUCTION

CHAPTER FOURTEEN

myPay

A. GENERAL: myPay allows Soldiers to manage their pay information, leave and earning statements, W2s and more. myPay is an innovative, automated system that puts Soldiers in control of processing certain discretionary pay data items without using paper forms. Soldiers can also get pay statements, tax forms and travel advice of payment using myPay.

1. Soldiers can use the Internet or touch-tone telephone to access myPay. On the Internet, Soldiers can reach the myPay website at:

- **<https://mypay.dfas.mil> or**
- **<http://www.dod.mil/dfas> (click on myPay - control Soldier's pay).**

2. Using a touch-tone telephone, contact myPay at:

- **if calling from the continental U.S., call toll-free at 1-877-363-3677**
- **if calling from outside of the continental U.S., call commercial at (478) 757-3119.**

3. For security reasons, DO NOT use a cellular phone when calling myPay.

4. For additional information or assistance, contact the DFAS Centralized Customer Support Unit toll free at 1-800-390-2348, or call commercial at (216) 522-5122.

B. BENEFITS OF MYPAY:

1. myPay saves time - myPay eliminates the need to write letters or fill out forms by letting Soldiers make their own changes immediately with user-friendly technology.

2. myPay is convenient - Soldiers can access myPay nearly 24 hours a day, 7 days a week to change or review their current information, or to check most recent pay statement. Soldiers also can change a variety of discretionary payroll items.

3. myPay is reliable - myPay has the same procedural checks for accuracy as paper forms.

C. EFFECTIVE DATE OF TRANSACTIONS.

1. Upon completion and acceptance of a change, myPay will display a "NO LATER THAN" date. The change will be effective on or before the date myPay displays.

2. Soldiers can verify the change to their account by accessing myPay three to seven business days after making the change, or by contacting the customer service representative.

3. In keeping with government streamlining efforts and to reduce the use of paper, myPay takes advantage of existing technology and is paperless, so Soldiers will not receive any written confirmation. However, myPay displays a “NO LATER THAN” date before and after the change is accepted. Any change Soldiers make to their account should be posted no later than this date. Soldiers must receive this notification message to ensure that the action has been accepted. Soldiers may also check their Leave and Earnings Statement (LES) to verify that the change was processed.

D. myPAY CAPABILITIES:

1. View, print, and save leave and earnings statements.

a. Soldiers can view and print Leave and Earnings Statement (LES) on-line. Soldiers may access their LES from the “Main Menu” by clicking on the LES (View/Print) option. If Soldiers have trouble reading the graphic version of the LES, click on the “Text Version” link. The text version of the Soldier’s LES lists all LES pay data items in a single column.

b. LESs will remain available for a temporary period of time after separating from the Army. A Soldier’s last 12 LESs will remain available until they have cycled off through normal monthly updates.

c. LESs for the last three months will remain available until they have cycled off through normal monthly updates.

d. Soldiers can use myPay to stop the delivery of hard copy LES. Soldiers will find the option to stop the hard copy delivery of their LES on the Main Menu. Click on “Turn on/off Hard Copy of LES”, or if a Soldier is viewing the electronic LES click on “Turn off Hard Copy”. Soldiers can re-start the hard copy delivery of LES.

2. View and print tax statements (W2).

a. Soldiers may select “Turn on/off Hard Copy of W-2”. On the Main Menu, click on “Turn on/off Hard Copy W-2”. This will give Soldiers the option to stop the hard copy delivery of their W-2.

b. Annually during the period December 1 through January 31, no change can be made to the W-2 delivery method. Using the same process described above, Soldiers can make changes to the W-2 delivery method outside of the above “no change” period.

3. Change federal and state tax withholdings.

a. State Taxes. If Soldiers have a state tax option, and their state taxing authority has an agreement with the Department of Defense, Soldiers will be able to use myPay to change their state tax withholding.

b. Soldiers will not be permitted to add or change a state tax authority. To change state tax authority Soldiers must see local Finance Office.

c. Soldiers may view, print and save W-2 Wage and Tax Statement on-line. Soldiers may access W-2 from the “Main Menu” by clicking on the Tax Statement (W-2) option. If Soldiers have trouble reading the graphic version of the W-2, click on the “Text Version” link. The text version of the W-2 lists all W-2 data items in a single column.

d. Before filing W-2 or W-2C with tax return, carefully separate the copies printed on a single page. When filing tax return, Soldiers are not required to include/send the instructions on the back of the W-2. If Acrobat Reader is not available to Soldiers or Soldiers prefer HTML, Soldiers can print the HTML version of W-2 or W-2C. Instructions for doing so are on the on-line display of electronic W-2.

e. Soldiers will be able to access myPay and view W-2 for one (1) year after Soldiers are no longer in a pay status or separated.

d. Soldiers are able to view, print and save their Student Loan Repayment Program (SLRP) tax statements on myPay.

4. Update bank account and electronic fund transfer information. The different types of Direct Deposit categories include the following:

a. NET PAY EFT: Soldier’s Current Direct Deposit Information for Soldier’s Paycheck.

b. TRAVEL EFT: Soldier’s Current Direct Deposit information for Soldier’s Travel Pay (Army Active and Reserve only).

c. MISCELLANEOUS EFT: Soldier’s Current Direct Deposit information for Soldier’s Miscellaneous Reimbursements (Army Active and Reserve only).

d. All EFT options provide the capability to View/Change the Financial Institution, account type and account number.

e. If Soldiers are starting or changing a Direct Deposit and new routing transit number (RTN) does not work, please verify the number with Soldier’s financial institution. If the number is valid, please notify the DFAS Centralized Customer Support Unit at 1-800-390-2348, or commercial at (216) 522-5122, or Defense Switching Network (DSN) at 580-5122 of the discrepancy

5. Manage allotments.

a. myPay allows members to start or increase a financial allotment for any amount as long as it does not exceed the amount of available net pay.

b. Active Duty Members are limited by DoD regulations in the number of allotments that Soldiers can start.

Warning: Court /support agencies require a case number for payment transactions. Soldiers cannot enter a case number and additional information using myPay. Please see Soldier's service payroll representative to start any court ordered child/alimony support payments.

c. Any changes Soldiers make using myPay can be corrected using myPay at any time. **Soldiers must submit change once.** The change will post according to the pay system's update schedule.

6. Make address changes.

7. Manage US Savings Bonds: Savings Bonds.

a. If Soldiers have a Savings Bond option, myPay will allow Soldiers to start, change, or stop Savings Bonds. Soldiers should use either a paper form or myPay to make Savings Bond changes, not both. Army customers will not be able to Stop Savings Bonds via myPay.

b. Soldiers may purchase both Series EE and Series I bonds. Series EE bonds are available in the following denominations: \$100, \$200, \$500, and \$1,000. Series I bonds are available in the following denominations: \$50, \$75, \$100, \$200, \$500, and \$1,000.

c. To Start or Change a bond, Soldiers need the following information: The Bond owner's name and Social Security Number, the mailing address for the bond, and the name of the Co-owner or Beneficiary, if any. There is a limit of one Owner and one Co-owner or Beneficiary per bond.

8. View and print travel vouchers.

a. Travel Advice of Payment (AOP) gives certain myPay users the capability of viewing and printing their travel vouchers on-line.

b. Soldiers may access AOP from the "Main Menu" by clicking on the "Travel Voucher View" option.

c. myPay will make travel vouchers available for six months from the date the voucher was paid. Once a voucher is older than six months, that particular voucher will not be available in myPay.

9. Control Thrift Savings Plan enrollment

a. Start enrollment of TSP at anytime unless a Soldier makes a financial hardship withdrawal. Soldiers may not make contributions for six months following the withdrawal.

b. Soldiers can start or change percentage of basic pay/incentive pay/special pay at any time if they are contributing to basic pay.

c. Soldiers can cancel contributions at any time throughout the year.

d. myPay does not allow Soldiers to change the investment of their contributions. To change the investment of contributions (C, G, F, I or S funds), Soldiers may visit the TSP web site at <http://www.tsp.gov> or submit form TSP-50 available from their Finance Office.

E. INFORMATION NEEDED TO USE Mypay.

1. In order to use myPay, Soldiers need Social Security Number (SSN) and myPay Personal Identification Number (PIN). Depending on what Soldiers want to do in myPay, Soldiers might need additional information.

2. When a military member retires or transfers to the reserves, the retiree or reserve member may continue to use the same PIN that they used while on active duty to access their myPay retired or reserve pay account information.

3. Soldiers can set up a Customized PIN for anyone granting them read-only access. A spouse cannot establish a myPay account.

4. If Soldiers do not know or have suspended their Customized PIN, they may re-activate PIN on-line in myPay.

a. First, Soldiers must suspend PIN by entering any 4-8 numeric digit PIN *three times*. The screen instructions will tell Soldiers how to establish a new customized PIN on-line. Soldiers must enter the desired new PIN twice and correctly respond to the identity validation questions.

b. If Customized PIN is currently suspended, enter SSN and any 4-8 numeric digit PIN *once*. Follow the screen instructions to establish a new customized PIN by entering the desired new PIN twice and by correctly responding to the identity validation questions.

c. Soldiers may also customize PIN following the same procedures using the myPay IVR (phone) toll-free at 1-877-363-3677, commercial at (478) 757-3119 or the Web at myPay.dfas.mil.

d. In order to get a Personal Identification Number (PIN) Soldiers must select NEW PIN under the NEED A NEW PIN option on the myPay Home Page. The process will issue a new random temporary PIN for their account, which will be

mailed to the Soldier's address of record currently contained in the Soldier's pay system. Please allow 10 business days for delivery.

e. If Soldiers have Army Knowledge Online (AKO) email address, select NEW PIN under the NEED A NEW PIN option on the myPay Home Page. The process will issue a new random temporary PIN to the Soldier's account, which will be emailed to the Soldier's pre-registered Official email address.

f. If Soldiers do not have an AKO account, Soldiers must FAX or mail the following information to DFAS in order to establish a new temporary PIN:

- Name
- SSN
- Copy of Soldier's government photo ID (If Soldiers do not have a government photo ID, Soldiers can send a copy of Soldier's driver's license or other photo ID.)
- Daytime phone number
- Signature

FAX: 216-522-5800 or
Send this information to:
DFAS-Cleveland/PMCAA
Attention myPay
1240 East 9th Street
Cleveland, Ohio 44199

If Soldiers Fax or Mail their request, their new Temporary PIN will be set to the last five numbers of the Soldier's SSN. Allow at least two business days before attempting to use new temporary PIN (allow additional time if request was mailed). Soldiers will not receive any notification that the temporary PIN has been reset.

ONLY USE THIS PROCESS if a Soldier cannot remember his/her PIN and have been unable to use the on-line validation process.

g. Soldiers can change PIN at any time by clicking on the "Change PIN" option on the Personal Settings page. Soldiers must enter their new PIN twice.

CHAPTER FIFTEEN

THRIFT SAVINGS PLAN

- 1. General: On October 30, 2000 President Clinton signed the Floyd D. Spence National Defense Authorization Act for Fiscal Year 2001 (Public Law 106-398). One provision of the law extended participation to the Thrift Savings Plan (TSP) for federal civilian employees to members of the uniformed services. The Thrift Savings Plan is a retirement savings and investment plan that has been available to civilian employees of the Federal Government since 1987. The purpose is to provide retirement income. It offers participants the same type of savings and tax benefits that many private corporations offer their employees under the “401 (K) plans”. The program allows participants to save a portion of their pay in a special retirement account.**
- 2. Participation in the TSP is optional and not automatic. Soldiers must sign up to participate in the program. Soldiers contribute to the program from their own pay on a pre-tax basis, and the amount they contribute and earnings attributable to their contributions belong to them. The balance in the TSP account will depend on how much has been contributed to the account during the Soldiers working years and the earnings on those contributions.**
- 3. Complete information and necessary forms to enroll in TSP may also be found at www.tsp.gov. After enrollment, review the LES that is received each month-and the semiannual TSP participant statement to ensure that the contribution amount is correct.**
- 4. Soldier may make an election to start, stop or change the amount of their TSP at any time. As of 2006, there is no longer a contribution limit, however, total contribution will not exceed the IRS deferral limit established for that year.**
- 5. Soldiers may also be able to contribute all or any whole percentage of any special or incentive pay (including reenlistment or other bonuses) they receive as long as they are contributing a portion of their base pay.**
- 6. Contributions to this program will be deducted from the Soldier’s pay each month based on the election amount they choose. Soldiers cannot send a check to TSP. Once the Soldier has received his pay he cannot contribute any of it to the program. If the Soldier wants to contribute all or part of a bonus to TSP, that contribution must be deducted from their pay at the time the bonus is paid to them.**
- 7. Soldiers can invest any portion of their TSP account in five TSP investment funds:**
 - a. Government Securities Investment (G) Fund**

- b. Fixed Income Index Investment (F) Fund**
- c. Common Stock Index Investment (C) Fund**
- d. Small Capitalization Stock Index Investment (S)**
- e. International Stock Index Investment Fund (I) Fund**

8. As a new participant, the TSP will invest the contributions in the G Fund until the Soldier submits a contribution allocation. Once the TSP account is established, the TSP will send the introductory letter and a personal identification number (PIN). After the Soldiers receive their PIN, they will be able to make a contribution allocation to invest their future contributions in any of the five investment funds using the TSP website, www.tsp.gov, or thrift line (504-255-8777). The Soldiers may also make allocations requests by mailing an Investment Allocation Form (TSP-U-50) to the TSP Service Office.

9. Soldiers who are age 50 or older and already contributing the maximum amount of regular TSP contributions for which they are eligible may elect to make catch-up contributions. Soldiers eligible for catch-up contribution must make a new election each calendar year. (This limit changes annually.)

10. Procedures:

a. Thrift Savings Plan elections are submitted on a TSP-U-1 allotment form to the Finance Office on a unit transmittal memorandum. Soldiers with a myPay account may also sign up for TSP using myPay (see Chapter 14).

b. Once Soldiers are enrolled in the TSP, they will receive a letter from the contractor with a PIN number so they can access their information online at the website

CHAPTER SIXTEEN

UNDERSTANDING YOUR LES

GENERAL:

The following chapter presents a detailed diagram of your Leave and Earnings Statement. It is meant to be used as a tool to help soldiers and family members understand their LES.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																											
ID	NAME (LAST, FIRST, MI)				SOC. SEC. NO	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED															
1				2				3	4	5	6	7	8	9													
ENTITLEMENTS				DEDUCTIONS				ALLOTMENTS				SUMMARY															
TYPE AMOUNT				TYPE AMOUNT				TYPE AMOUNT																			
A B C D E F G H I J K L M N O	10				11				12				- AMT FWD 13														
													- TOT ENT 14														
													- TOT DED 15														
													- TOT ALMT 16														
													= NET AMT 17														
													- CR FWD 18														
													= EOM PAY 19														
	TOTAL 20				21				22				DIEMS 23 RET PLAN 24														
LEAVE		BP BAL 25	ERND 26	USED 27	CR BAL 28	ETS BAL 29	LV LOST 30	LV PAID 31	USE/LOSE 32	FED TAXES		WAGE PERIOD 33	WAGE YTD 34	M/S 35	EX 36	ADD'L TAX 37	TAX YTD 38										
FICA TAXES		WAGE PERIOD 39		SOC WAGE YTD 40		SOC TAX YTD 41		MED WAGE YTD 42		MED TAX YTD 43		STATE TAXES		ST 44	WAGE PERIOD 45	WAGE YTD 46	M/S 47	EX 48	TAX YTD 49								
PAY DATA		BAQ TYPE 50		BAQ DEPN 51		VHA ZIP 52		RENT AMT 53		SHARE 54		STAT 55		JFTR 56		DEPN 57		2D JFTR 58		BAS TYPE 59		CHARITY YTD 60		TPC 61		PACIDN 62	
Thrift Savings Plan (TSP)		BASE PAY RATE 63		BASE PAY CURRENT 64		SPEC PAY RATE 65		SPEC PAY CURRENT 66		INC PAY RATE 67		INC PAY CURRENT 68		BONUS PAY RATE 69		BONUS PAY CURRENT 70											
		CURRENTLY NOT USED 71				TSP YTD DEDUCTIONS 72				DEFERRED 73				EXEMPT 74				CURRENTLY NOT USED 75									
REMARKS		YTD ENTITLE				YTD DEDUCT																					
76		77				78																					

www.dfas.mil

Fields 1 - 9 contain the identification portion of the LES.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT									
ID	NAME (LAST, FIRST, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED
	1	2	3	4	5	6	7	8	9

- Field 1 **NAME.** The member's name in last, first, middle initial format.
- Field 2 **SOC. SEC. NO.** The member's Social Security Number.
- Field 3 **GRADE.** The member's current pay grade.
- Field 4 **PAY DATE.** The date the member entered active duty for pay purposes in YYMMDD format. This is synonymous with the Pay Entry Base Date (PEBD).
- Field 5 **YRS SVC.** In two digits, the actual years of creditable service.
- Field 6 **ETS.** The Expiration Term of Service in YYMMDD format. This is synonymous with the Expiration of Active Obligated Service (EAOS).
- Field 7 **BRANCH.** The branch of service, i.e., Navy, Army, Air Force.
- Field 8 **ADSN/DSSN.** The Disbursing Station Symbol Number used to identify each disbursing/finance office.
- Field 9 **PERIOD COVERED.** This is the period covered by the individual LES. Normally it will be for one calendar month. If this is a separation LES, the separation date will appear in this field.

Fields 10 through 24 contain the entitlements, deductions, allotments, their respective totals, a mathematical summary portion, date initially entered military service, and retirement plan.

ENTITLEMENTS		DEDUCTIONS		ALLOTMENTS		SUMMARY	
TYPE	AMOUNT	TYPE	AMOUNT	TYPE	AMOUNT		
A B C D E F G H I J K L M N O	10	11		12		+ AMT PWD	13
						+ TOT BMT	14
						- TOT DRD	15
						- TOT ALMT	16
						- NET AMT	17
						- CR PWD	18
						- BOM PAY	19
						DDMM	RET PLAN
						23	24
TOTAL	20		21		22		

- Field 10 **ENTITLEMENTS.** In columnar style the names of the entitlements and allowances being paid. Space is allocated for fifteen entitlements and/or allowances. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive entitlements and/or allowances will be added to like entitlements and/or allowances.
- Field 11 **DEDUCTIONS.** The description of the deductions are listed in columnar style. This includes items such as taxes, SGLI, Mid-month pay and dependent dental plan. Space is allocated for fifteen deductions. If more than fifteen are present the overflow will be printed in the remarks block. Any retroactive deductions will be added to like deductions.
- Field 12 **ALLOTMENTS.** In columnar style the type of the actual allotments being deducted. This includes discretionary and non-discretionary allotments for savings

and/or checking accounts, insurance, bonds, etc. Space is allocated for fifteen allotments. If a member has more than one of the same type of allotment, the only differentiation may be that of the dollar amount.

- Field 13 +**AMT FWD**. The amount of all unpaid pay and allowances due from the prior LES.
- Field 14 + **TOT ENT**. The figure from Field 20 that is the total of all entitlements and/or allowances listed.
- Field 15 - **TOT DED**. The figure from Field 21 that is the total of all deductions.
- Field 16 - **TOT ALMT**. The figure from Field 22 that is the total of all allotments.
- Field 17 = **NET AMT**. The dollar value of all unpaid pay and allowances, plus total entitlements and/or allowances, minus deductions and allotments due on the current LES.
- Field 18 - **CR FWD**. The dollar value of all unpaid pay and allowances due to reflect on the next LES as the +**AMT FWD**.
- Field 19 = **EOM PAY**. The actual amount of the payment to be paid to the member on End-of-Month payday.
- Fields 20 - 22 **TOTAL**. The total amounts for the entitlements and/or allowances, deductions and allotments respectively.
- Field 23 **DIEMS**. Date initially entered military service: This date is used SOLELY to indicate which retirement plan a member is under. For those members with a DIEMS date prior to September 8, 1980, they are under the FINAL PAY retirement plan. For those members with a DIEMS date of September 8, 1980 through July 31, 1986, they are under the HIGH-3 retirement plan. For those members with a DIEMS date of August 1, 1986 or later, they were initially under the REDUX retirement plan. This was changed by law in October 2000, when they were placed under the HIGH-3 plan, with the OPTION to return to the REDUX plan. In consideration of making this election, they become entitled to a \$30,000 Career Service Bonus.

The data in this block comes from PERSCOM. DFAS is not responsible for the accuracy of this data. If a member feels that the DIEMS date shown in this block is erroneous, they must see their local servicing Personnel Office for corrective action.

- Field 24 **RET PLAN**. Type of retirement plan, i.e. Final Pay, High 3, REDUX; or CHOICE (CHOICE reflects members who have less than 15 years service and have not elected to go with REDUX or stay with their current retirement plan).

Fields 25 through 32 contain leave information.

LEAVE	BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE LOSE
	25	26	27	28	29	30	31	32

- Field 25 **BF BAL**. The brought forward leave balance. Balance may be at the beginning of the fiscal year, or when active duty began, or the day after the member was paid Lump Sum Leave (LSL).
- Field 26 **ERND**. The cumulative amount of leave earned in the current fiscal year or current term of enlistment if the member reenlisted/extended since the beginning of the fiscal year. Normally increases by 2.5 days each month.

- Field 27 **USED.** The cumulative amount of leave used in the current fiscal year or current term of enlistment if member reenlisted/extended since the beginning of the fiscal year.
- Field 28 **CR BAL.** The current leave balance as of the end of the period covered by the LES.
- Field 29 **ETS BAL.** The projected leave balance to the member's Expiration Term of Service (ETS).
- Field 30 **LV LOST.** The number of days of leave that has been lost.
- Field 31 **LV PAID.** The number of days of leave paid to date.
- Field 32 **USE/LOSE.** The projected number of days of leave that will be lost if not taken in the current fiscal year on a monthly basis. The number of days of leave in this block will decrease with any leave usage.

Fields 33 through 38 contain Federal Tax withholding information.

FED TAXES	WAGE PERIOD	WAGE YTD	M/S	EX	ADD'L TAX	TAX YTD
	33	34	35	36	37	38

- Field 33 **WAGE PERIOD.** The amount of money earned this LES period that is subject to Federal Income Tax Withholding (FITW).
- Field 34 **WAGE YTD.** The money earned year-to-date that is subject to FITW.
- Field 35 **M/S.** The marital status used to compute the FITW.
- Field 36 **EX.** The number of exemptions used to compute the FITW.
- Field 37 **ADD'L TAX.** The member specified additional dollar amount to be withheld in addition to the amount computed by the Marital Status and Exemptions.
- Field 38 **TAX YTD.** The cumulative total of FITW withheld throughout the calendar year.

Fields 39 through 43 contain Federal Insurance Contributions Act (FICA) information.

FICA TAXES	WAGE PERIOD	SOC WAGE YTD	SOC TAX YTD	MED WAGE YTD	MED TAX YTD
	39	40	41	42	43

- Field 39 **WAGE PERIOD.** The amount of money earned this LES period that is subject to FICA.
- Field 40 **SOC WAGE YTD.** The wages earned year-to-date that are subject to FICA.
- Field 41 **SOC TAX YTD.** Cumulative total of FICA withheld throughout the calendar year.
- Field 42 **MED WAGE YTD.** The wages earned year-to-date that are subject to Medicare.
- Field 43 **MED TAX YTD.** Cumulative total of Medicare taxes paid year-to-date.

Fields 44 through 49 contain State Tax information.

STATE TAXES	ST	WAGE PERIOD	WAGE YTD	M/S	EX	TAX YTD
	44	45	46	47	48	49

- Field 44 **ST.** The two digit postal abbreviation for the state the member elected.

Field 45 **WAGE PERIOD.** The amount of money earned this LES period that is subject to State Income Tax Withholding (SITW).

Field 46 **WAGE YTD.** The money earned year-to-date that is subject to SITW.

Field 47 **M/S.** The marital status used to compute the SITW.

Field 48 **EX.** The number of exemptions used to compute the SITW.

Field 49 **TAX YTD.** The cumulative total of SITW withheld throughout the calendar year.

Fields 50 through 62 contain additional Pay Data.

PAY DATA	BAQ TYPE	BAQ DEPN	VMA ZIP	RENT AMT	SHARE	STAT	JFTR	DEPNs	2D JFTR	BAS TYPE	CHARITY YTD	TPC	FACDN
	50	51	52	53	54	55	56	57	58	59	60	61	62

Field 50 **BAQ TYPE.** The type of Basic Allowance for Quarters being paid.

Field 51 **BAQ DEPN.** A code that indicates the type of dependent.
A - Spouse
C - Child
D - Parent
G - Grandfathered
I - Member married to member/own right
K - Ward of the court
L - Parents in Law
R - Own right
S - Student (age 21-22)
T - Handicapped child over age 21
W - Member married to member, child under 21

Field 52 **VHA ZIP.** The zip code used in the computation of Variable Housing Allowance (VHA) if entitlement exists.

Field 53 **RENT AMT.** The amount of rent paid for housing if applicable.

Field 54 **SHARE.** The number of people with which the member shares housing costs.

Field 55 **STAT.** The VHA status; i.e., accompanied or unaccompanied.

Field 56 **JFTR.** The Joint Federal Travel Regulation (JFTR) code based on the location of the member for Cost of Living Allowance (COLA) purposes.

Field 57 **DEPNs.** The number of dependents the member has for VHA purposes.

Field 58 **2D JFTR.** The JFTR code based on the location of the member's dependents for COLA purposes.

Field 59 **BAS TYPE.** An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the member is receiving, if applicable. This field will be blank for officers.

B - Separate Rations
C - TDY/PCS/Proceed Time
H - Rations-in-kind not available
K - Rations under emergency conditions

Field 60 **CHARITY YTD.** The cumulative amount of charitable contributions for the calendar year.

Field 61 **TPC.** This field is not used by the active component of any branch of service.

Field 62 **PACIDN.** The activity Unit Identification Code (UIC). This field is currently used by Army only.

Fields 63 through 75 contain Thrift Savings Plan (TSP) information/data.

Thrift Savings Plan (TSP)	BASE PAY RATE 63	BASE PAY CURRENT 64	SPEC PAY RATE 65	SPEC PAY CURRENT 66	INC PAY RATE 67	INC PAY CURRENT 68	BONUS PAY RATE 69	BONUS PAY CURRENT 70
	TSP YTD DEDUCTIONS		DEFERRED		EXEMPT			
	71	72	73	74	75			

Field 63 **BASE PAY RATE.** The percentage of base pay elected for TSP contributions.

Field 64 **BASE PAY CURRENT.** Reserved for future use.

Field 65 **SPECIAL PAY RATE.** The percentage of Specialty Pay elected for TSP contribution.

Field 66 **SPECIAL PAY CURRENT.** Reserved for future use.

Field 67 **INCENTIVE PAY RATE.** Percentage of Incentive Pay elected for TSP contribution.

Field 68 **INCENTIVE PAY CURRENT.** Reserved for future use.

Field 69 **BONUS PAY RATE.** The percentage of Bonus Pay elected towards TSP contribution.

Field 70 **BONUS PAY CURRENT.** Reserved for future use.

Field 71 Reserved for future use.

Field 72 **TSP YTD DEDUCTION (TSP YEAR TO DATE DEDUCTION):** Dollar amount of TSP contributions deducted for the year.

Field 73 **DEFERRED:** Total dollar amount of TSP contributions that are deferred for tax purposes.

Field 74 **EXEMPT:** Dollar amount of TSP contributions that are reported as tax exempt to the Internal Revenue Service (IRS).

Field 75 Reserved for future use.

REMARKS	YTD ENTITLE	YTD DEDUCT
76	77	78

Field 76 **REMARKS.** This area is used to provide you with general notices from varying levels of command, as well as the literal explanation of starts, stops, and changes to pay items in the entries within the "ENTITLEMENTS", "DEDUCTIONS", and "ALLOTMENTS" fields.

Field 77 **YTD ENTITLE.** The cumulative total of all entitlements for the calendar year.

Field 78 **YTD DEDUCT.** The cumulative total of all deductions for the calendar year.

CHAPTER SEVENTEEN

POWERS OF ATTORNEY

A. GENERAL:

1. Powers of Attorney (POA) may be used for specific finance actions as long as the POA states what actions are being effected.

2. Spouses holding a Power of Attorney (POA) may execute the following actions (as written in the POA).

a. Travel Settlements. Servicing Finance Offices may accept a travel claim from an Agent appointed under a POA (DFAS message, dated 26 September 2001). A copy of the POA should accompany the claim as a supporting document.

b. Allotments. All individuals requesting to establish, change, or stop and allotment must provide a power of attorney (POA) establishing specific authority to act as an Agent to this purpose. The POA must specifically state the authority to establish, change or stop allotments. If the POA fails to specify a specific type of allotment then the Agent may establish, change or stop all voluntary allotments. If the POA specifies allotment type(s) only information regarding the specific allotment type(s) specified may be established, changed or stopped. The servicing Finance Office may accept a general POA as long as that POA specifically grants the authority to establish, change, or stop an allotment. At no time will the servicing Finance Office accept a general POA that does not contain specific language granting authority to establish, change or stop allotments.

c. Check Cashing:

(1) Servicing Finance Offices may release a treasury check to a designated Agent appointed under a power of attorney provided the POA specifically grants the agent the authority to pick up U.S. treasury checks on the payee's behalf. The servicing Finance Office may accept a general POA as long as that POA specifically grants the authority to pick-up U.S. treasury checks. At no time will the servicing Finance Office accept a general POA that does not contain specific language granting authority to pick-up U.S. treasury checks. Servicing Finance Offices, when otherwise authorized to cash personal checks, may cash personal checks drawn on the account of the member, personal checks drawn on joint accounts to which the member is a party, and any other check drawn in favor of the member if the individual is appointed by POA or designated on an executed DD Form 2761 (Personal Check Cashing Agreement). (DODFMR, Vol.5 paragraph 040103).

(2) Servicing Finance Offices may release a treasury check to a designated Agent appointed under a POA provided the POA specifically grants the Agent

the authority to pick up U.S. treasury checks on the payee's behalf. The servicing Finance Office may accept a general POA as long as that POA specifically grants the authority to pick up U.S. treasury checks. At no time will the servicing Finance Office accept a general POA that does not contain specific language granting authority to pick up U.S. treasury checks.

d. Leave and Earning Statements (LES). Leave and earning statements (LES) may be released to an individual appointed as the Soldier's Agent under a POA. A general (POA) is sufficient if it contains language that specifically authorizes or necessarily implies authority on behalf of the recipient to obtain an LES. The POA need not specifically grant authority to obtain an LES if the authority granted ordinarily requires the Agent obtain an LES to exercise the authority. For example, a general POA, which authorizes the recipient to transact all financial matters of the grantor, is sufficient to authorize the release of an LES, since the LES may be required in the exercise of that broad authority (DFAS message, dated 26 September 2001).

e. Form W-2. Form W2s may be released to an individual appointed as the Soldier's Agent under a POA. A general (POA) is sufficient if it contains language that specifically authorizes or necessarily implies authority on behalf of the recipient to obtain a Form W2. The POA need not specifically grant authority to obtain a W2 if the authority granted ordinarily requires the agent obtain a Form W2 to exercise the authority. For example, a general POA, which authorizes the recipient to transact all financial matters of the grantor and/or to prepare and file tax returns on behalf of the grantor, is sufficient to authorize the release of a Form W2 since the Form W2 may be required in the exercise of that broad authority.

f. SGLI. Servicing finance offices may accept either a special POA (containing the requisite language) or a general POA for various actions pertaining to the SGLI program. SGLI program administrators will review each POA initiated action on a case-by-case basis (memorandum, dated 10 October 2001).

g. Savings Deposit Program. Individuals must present a POA prior to a servicing Finance Office releasing or accepting information/actions concerning the Savings Deposit program. Before accepting any actions, the Agent must present a POA that specifically grants the Agent the authority to make investments on the Soldier's behalf and also to do the action being requested (e.g. if making a cash deposit must grant authority to make cash deposits on Soldier's behalf; if action involves allotment must grant authority to establish, change or stop allotments). For purposes of initiating deposits into SDP, the POA does not have to specifically mention the Savings Deposit Program itself. 13th Finance Group Finance Offices will not release information concerning the Soldier's individual SDP account without a special POA specifically granting release of information regarding SDP. This does not preclude answering general questions regarding SDP information stated on the Soldier's LES to Agents with authority to obtain that LES.

h. Uniformed Services Thrift Savings Plan. Individuals must present a POA

prior to a servicing Finance Office releasing or accepting information/actions concerning the Uniformed Services Thrift Savings plan. Before accepting any actions, the Agent must present a POA that specifically grants the agent the authority to make investments on the Soldier's behalf and also to do the action being requested (e.g. if making a cash deposit must grant authority to make cash deposits on Soldier's behalf; if action involves allotment must grant authority to establish, change or stop allotments). For purposes of initiating deposits into the Uniformed Services Thrift Savings Plan, the POA does not have to specifically mention the Uniformed Services Thrift Savings Plan itself. 13th Finance Group Finance Offices will not release information concerning the Soldier's individual Uniformed Services Thrift Savings Plan account without a special POA specifically granting release of information regarding the Uniformed Services Thrift Savings Plan.

CHAPTER EIGHTEEN

TEMPORARY DUTY (TDY) TRAVEL

1. The DD Form 1351-2 (Travel Voucher or Subvoucher) submitted after completion of temporary duty identifies your status as a traveler throughout the period of your TDY. Computation of your entitlements is largely based on this voucher. Having incurred expenses while performing TDY, the single greatest step you can take to ensure a prompt and accurate payment is the careful and accurate completion of DD Form 1351-2. The information contained in this chapter is designed to assist you in doing so.

2. Documentation necessary for proper filing:

- a. Copy of travel order (including all amendments).**
- b. Copies of any GTR/MTA issues in connection with travel.**
- c. Statements of non-availability (DD Form 3151-5) of Government quarters or mess (when applicable).**
- d. Rental car contracts and receipts (as applicable).**
- e. Receipts for any amount claimed for lodging.**
- f. Receipts for any reimbursable expense claimed more than \$75.**
- g. DA Form 31 for military personnel taking leave in conjunction with TDY.**
- h. Copy of DD Form 730 (Receipt for Unused Tickets) for any portion of a GTR issued but not used.**
- j. All travel payments are paid by EFT. For this reason, the Soldier should always ensure that if there has been changes in their bank since the last filing of a travel voucher that the new bank information is annotated on the current travel voucher.**

3. When foreign currency is used while traveling on official business, reimbursable expenses (including lodging) will be reported, by item, in foreign currency converted into U. S. dollars, at the rate of exchange at which the foreign currency was obtained.

NOTE: The rates of conversion and commission charged must be shown on the voucher.

4. Any voucher received, which contains questionable items, will be referred to the traveler's supervisor or commander. If further investigation is deemed appropriate, either CID or the MP station will be contacted. Additionally, partial payments of entitlements will not be made, nor will such claims be returned to the traveler until questionable items have been resolved.

5. Vouchers that are not prepared according to the instructions given, will either be returned for correction, or payment of specific items may be denied pending clarification or correction. Figure 18-1 contains a sample of a completed travel voucher.

6. Each section of the travel voucher is explained below.

Block 1 - The Soldier will mark this block Electronic Fund Transfer (EFT). The payment will be deposited in the same account as the Soldier's normal pay. The EFT payment however, will not appear on the Soldier's LES. The Soldier must also select the split-disbursement block if the government travel card was used.

Block 2 - The name of the Soldier will be written last name first, first name last, and middle initial. If name has changed, attach note stating previous name and that it has changed.

Block 3 - Grade, rank, or GS grade.

Block 4 - Social Security Number when applicable.

Block 5 - The Soldier will determine the type of travel that was endured.

Block 6 - Pay special attention to the address block for this is where the Soldier's copy of the voucher will be mailed. For the e-mail address, the Soldier will put his AKO email account address.

Block 7 - The telephone number is so that the Finance Office may contact the Soldier for any discrepancies that maybe fixed on the spot instead of returning the voucher.

Block 8 - The travel order number.

Block 9 - All travel advances or partial payments must be indicated by dollar amount, voucher number, date paid and the paying Finance Office. If no previous payments or advances have been made against the travel order, enter the word "NONE".

Block 10 - This block is for finance use only.

Block 11 - Current complete unit name.

Block 12 - If dependents where authorized to accompany on Official Travel.

Block 13 - Dependents address on receipt of orders.

Block 14 - Check yes or no depending on whether household goods were shipped.

Block 15

a. DATE: The year only has to be filled in once. It is unnecessary to continuously write in the year of travel even if the year changed (i.e. 2002). The first date is the first day of the TDY. This date will be written with two numbers to identify the day and the first three letters of the month. The second date is the date of arrival at the second location, etc.

b. PLACE: This will contain the locations that the Soldier stopped while on official travel. The only places that need to be listed are starting and ending locations of TDY (i.e. Fort Jackson), leave area (i.e. Macon, Ga.) locations of TDY (i.e. Ft Benning) and when Soldier change modes of travel (i.e. Frankfurt, GE).

c. MEANS/MODE OF TRAVEL: This can be determined by matching the two letter identifiers on the back of the DD Form 1351-2.

EXAMPLE: Soldier travel using his/her car. Privately Owned Conveyance. This would be -P. Automobile. This would be -A. This mode of travel would be PA.

d. REASON FOR STOP: This can be determined by matching the two letter identifiers on the back of the DD Form 1351-2.

EXAMPLE: Soldier stopped at FT Jackson for BNCOC.

TEMPORARY DUTY. This would be TD.

LEAVE: Any leave taken in connection with travel must be listed. A copy of leave form must also be attached

e. LODGING COST: List amount that was paid.

f. POC MILES: Actual number of miles driven (to include round-trip in connection with drop off and/or pick up from a terminal facility) in a privately owned vehicle (POV) must be indicated by civilian employees. Military personnel should list odometer reading when traveling to remote locations. Only the owner /operator is entitled to reimbursement of transportation allowances while using a POV. An itinerary certified by the Soldier of in-and-around miles; listing the locations must be provided when authorized.

Block 16 - POC TRAVEL: Travel performed by POV will not be reimbursed unless block is completed to reflect the status of the traveler.

Block 17 - DURATION OF TDY TRAVEL

Block 18 - REIMBURSABLE EXPENSES: All expenses incurred, for which reimbursement is desired, must be itemized in this area. A receipt must support reimbursable expenses claiming more than \$75.00. Including a receipt does not satisfy the requirement to itemize your expenses. Receipts serve only as supporting documents for the claimed expenditure. Receipts for which are disallowed will be returned to the traveler. Additionally, military personnel required to purchase occasional meals (on one day trips of 10 hours or less and/or travel in a commuting status) must specifically claim such meals in this area. Civilian personnel required to purchase meals on a one-day trip, less than twelve hours, must turn in a receipt for the meal being claimed. The claim must reflect meal(s) consumed (i.e. lunch) and the amount. Use DD Form 1351-2c if additional space is required. Listing items of reimbursement in other areas of the voucher to conserve space will only result in non-payment of those items. The daily cost of lodging incurred at a given location (Remember: Any expense claimed for lodging, regardless of amount must be supported by a lodging receipt).

Block 19 - NUMBER OF MEALS: Actual number of meals consumed in a Government Mess is to be entered in the upper portion of the block appearing in column b. Any meal provided (1) without charge and/or (2) from state, local or foreign mess are deductible meals and the quantity of such meals must be entered in the lower portion of the box. These meals do not apply to Operation Joint Forge/Guard/Endeavor.

Block 20 - The signature of the claimant in this block certifies as correct and that the claimant filled out the voucher. No signature, no payment.

NOTE: A Soldier can inquire on his travel payment through the MyPay home page by logging on to the Internet at <https://mypay.dfas.mil/mypay.asp> then type in his/her SSN and their pin (Soldier must sign up for mypay in order to access the website). Soldier must then go under Travel Voucher Advice of Payment then input the travel order number or the date the payment was paid.

7. Travel Advance: For Soldiers requesting a travel advance, they must do so in a timely manner to allow Finance to process the request. A copy of the orders must be submitted whether or not the Soldier has a Government Travel Card (GTC). If the Soldier does have a GTC, an explanation as to why an advance is needed since the Soldier can withdraw money from an ATM. If the Soldier does not have one, then along with the advance request, it should state that the Soldier has requested one.

B. SPLIT-DISBURSEMENTS

GENERAL: Split-disbursement is a process by which the Defense Finance and Accounting Service (DFAS) will send an amount that you designate from your travel payment directly to Bank of America to pay your Government Travel Card bill.

1. The split-disbursement option allows travelers to send payments directly to Bank of America to pay their Government Travel Card. Using this option will eliminate the burden and cost of writing and mailing personal checks for credit card payments.

2. To use the split-disbursement option, travelers must check the split-disbursement option in block 1 on their travel voucher (DD Form 1351-2) and specify an amount to be sent to Bank of America. In the event that less money is designated than needed to cover the balance on the card, the Soldier is responsible for paying the difference. Likewise, if more money than necessary is designated, the Soldier's government travel card account will be credited to cover future travel expenses.

3. Bank of America charges a \$29 fee for accounts with balances over 30 days old. The use of the split-disbursement option speeds the reimbursement process and will reduce both administrative costs and account delinquencies.

4. A Soldier who is TDY for more than 30 days can have his travel card bill paid by filing a supplemental travel voucher every 30 days while TDY and selecting the split-disbursement option on each travel claim.

5. For more information on split-disbursements, Soldiers should contact their travel order approving official, their local Finance Office, or visit the DFAS website at <http://www.dfas.mil/money/travel>.

CHAPTER NINETEEN

DEPLOYMENT ENTITLEMENTS

A. GENERAL: This chapter is to help Soldiers understand pay entitlements and allowances related to service in the Southwest Asia (SWA) theater of operations. It contains an overview of the intent of each entitlement or allowance, and who is eligible to receive it. Further information may be obtained from unit PACs or servicing Finance Offices.

1. Base Pay/Special Pays – no change due to deployment

2. Basic Allowance for Subsistence (BAS)

a. All Soldiers are entitled to BAS at the standard rate for duration of TCS/TDY.

b. If a Soldier is designated as Essential Station Messing (Meal Card Holder), meal deductions should stop for the period of deployment. Upon return to home station meal deductions will resume effective the date of return.

3. Basic Allowance for Housing (BAH)

a. Active Component: Soldiers:

(1) BAH rate generally remains at home station rate, even if dependents relocate. Rate varies by rank, dependent status and assigned permanent duty station.

(2) Soldiers entitled to BAH before deployment generally continues to receive BAH unless other circumstances change (e.g. commander revokes authority to reside off-post).

(3) Likewise, Soldiers not entitled to BAH before deployment generally continues non-receipt unless other circumstances change (ex: spouse uses POA to clear government quarters).

(4) Special storage of household goods (HHG) does not impact receipt of BAH.

b. Reserve Component Soldiers:

(1) BAH rate varies by rank, dependent status and home of residence zip code.

(2) During deployment, Soldiers maintaining a residence receive BAH-I at the applicable with or without rate. All Soldiers must complete a DA Form 5960 and provide substantiating documents for home of residence claimed.

(3) If not maintaining a residence, Soldiers without dependents draw partial BAH

unless utilizing special storage of household goods. Soldiers without dependents not maintaining a household and utilizing special storage are not entitled to BAH-I.

(4) Soldiers paying child support draw BAH-DIFF. If maintaining a residence, Soldiers may also draw BAH-I at the without dependent rate. Special storage does not impact BAH-DIFF.

4. Hostile Fire Pay (HFP)

a. Soldiers performing official duties in a designated Hostile Fire Pay area are entitled to HFP.

b. Soldier serving one day of a month in the HFP area is entitled to the entire month's pay.

5. Hazardous Duty Pay-Location (HDP-L)

a. All Soldiers assigned to OEF/OIF AORs may receive HDP-L per month depending on the deployed location.

b. Soldier must perform official duties in a designated location for more than 30 days.

c. Entitlement shows as "SAVE PAY" on LES.

d. Entitlement to HDP-L starts on the day of arrival into the designated areas and stops on date of departure.

e. HDP-L is prorated and paid at a daily rate for partial months.

6. Family Separation Allowance

a. Soldiers separated from family members for more than 30 days are entitled to FSA-II if dependents do not reside at or near the TCS/TDY location

b. Entitlement stops if Soldier returns to home station for 30 days or more.

c. Dual military members without dependents are entitled if the couple resided together before being separated and are deployed to different locations.

d. Only one half of a dual military couple is entitled to FSA-II at a time.

e. Entitlement appears on LES as FSH.

f. Entitlement starts day of departure from home station and stops day prior to return to home station.

- g. Soldiers are required to complete a DD Form 1561 before this entitlement starts.**
- i. An agent (e.g. holder of a POA) may not sign the DD 1561 on behalf of the Soldier.**

7. Per Diem

- a. Soldiers deployed on TDY/TCS orders are entitled to per diem.**
- b. Amount of per diem is based upon availability of lodging and mess as well as the specified incidental expense rate.**
- c. In general, deployed Soldiers only receive the incidental portion of per diem as military lodging and meals are available throughout the theater.**
- d. Soldier must file a travel settlement upon return from deployment in order to receive per diem.**
- e. Soldiers do not receive per diem during leaves.**

8. Combat Zone Tax Exclusion (CZTE)

- a. Soldiers serving in a designated combat zone or in a designated HFP area supporting a combat zone are exempt from payment of federal and state income taxes.**
- b. Exemption for officers is limited to the amount of the Sergeant Major of the Army's base pay plus HFP.**
- c. Enlisted Soldiers' exemption is not limited.**
- d. Leave earned in a combat zone is also tax free. When Soldiers take CZTE leave after departing the combat zone, the associated income is not taxable and the tax withholding is reimbursed. First leave used after departure of combat zone is CZTE leave.**

9. Special Leave Accrual (SLA)

- a. The intent of SLA is to provide relief to Soldiers not allowed to take leave during lengthy deployments.**
- b. Soldiers must use accumulated SLA leave in excess of 60 days before the end of the third fiscal year after departing the combat zone. SLA leave is charged on a Last Earned, First Out basis.**
- d. Address questions to your servicing personnel unit or unit administrator (PAC).**

10. Savings Deposit Program (SDP)

- a. SDP provides opportunity for Soldiers to deposit up to \$10,000 into an account earning 10% interest per annum, compounded quarterly.
- b. Soldiers performing duties in OIF outside the U.S. or its possessions are eligible.
- c. Soldier must be in area for 30 days or longer or in area one day for 3 consecutive months.
- d. AC Soldiers contribute by allotment or cash/ negotiable instrument deposit. RC Soldiers contribute by cash/ negotiable instrument deposit only.
- e. Agents with POA may make deposits on behalf of the member.
- f. May accrue interest up to 90 days upon redeployment.

11. Assignment Incentive Pay (AIP)

a. Soldiers in designated units who serve in Iraq or Afghanistan for over 365 days receive either \$800 per month for each extended month or tour stabilization at home duty station for a length of time to equal the deployment period

b. Shows as SAVE PAY on the LES

12. Hardship Duty Pay-Tempo (HDP-T)

a. Soldiers in designated units who serve in Iraq or Afghanistan for over 365 days receive either \$200 per month for each extended month

b. Shows as SAVE PAY on the LES

B. REDEPLOYMENT:

1. **GENERAL:** All Soldiers returning from deployment must settle a travel voucher with the Finance Office and ensure their deployed entitlements are stopped immediately.

2. PROCEDURES:

a. The following documents are required in order to settle a travel voucher:

1) TCS orders with Manifest /Travel Itinerary or DD form 1610. If a copy of the manifest is not available, a memorandum signed the commander confirming dates of deployment and redeployment will suffice

2) Copy of DA Form 31 (leave form) if Soldier took leave during deployment.

3) Receipts to justify authorized reimbursements.

b. The Finance Office will assist the Soldier in completing the DD Form 1351-2 (travel voucher) and forward to DFAS-Lawton for processing.

3. SAVINGS DEPOSIT PROGRAM WITHDRAWAL: Soldiers may leave their money in the deposit program for 90 days after redeployment to accumulate the 2.5% interest for an extra quarter. After that, interest will stop accruing on principal.

a. The following information is required to withdraw:

- 1) Soldier's Name**
- 2) Social Security Number**
- 3) Branch of Service**
- 4) Amount of withdrawal (full balance or specific amount)**
- 5) Account number and type (checking or savings)**
- 6) Name of Bank**
- 7) Routing Transit Number of financial institution**

b. The request must be sent via one of the following:

Mail: DFAS-Cleveland Center (DFAS-CL), ATTN: Code PMMCCB, 1240 East 9th Street, Cleveland, OH 44199-2055

Fax: Comm (216) 522-6924 or 5060/DSN 580-6924 or 5060

Email: ccl-sdp@dfas.mil

c. For questions, contact DFAS-CL SDP Office at 216-522-5637 or DSN 580-6545.

CHAPTER TWO

UNIT TRANSMITTAL MEMORANDUM

A. GENERAL:

A Unit Transmittal Memorandum (UTM) is a memorandum used by Personnel Administration Center (PAC) to control, identify, and forward pay change documents submitted to finance. The UTM contains an itemized list of all pay change documents to include SSN, Name, and type of document. The PAC clerk will make sure all documents are listed on UTM and all documents are completed correctly. Each UTM will be numbered in sequence order by month (ex. 09-01 is the first UTM for the month of September, the next one will be 09-02, 09-03, 09-04, etc.). Enter the Input Source Code (ISC) in the upper right hand corner of the UTM and the ISC and UTM Number on every document included in the UTM.

B. PROCEDURES:

1. Units or agencies will prepare a daily UTM (in triplicate), attach all pay related documents and hand carry it to the Finance Office that services them.
2. Documents received from supported units, which are not on a UTM, will be returned for proper submission.
3. When documents submitted on a UTM pertain to more than one individual, each name and document type will be listed on the UTM.
4. Only pay-related documents will be submitted on a UTM.
5. The UTM will be authenticated by the unit commander or designated representative. Additions or deletions may be made prior to forwarding the UTM. The additions or deletions will be initialed and the number of enclosures annotated, when applicable.
6. When a UTM is in error, the unit will be notified by phone or a deficiency letter will be sent. Corrective action must be taken immediately upon receipt of the letter.

C. UNIT TRANSMITTAL MEMORANDUM PREPARATION:

1. PACs must submit all UTMs in triplicate to their respective Finance Office, ATTN: Processing Sections. The Finance Office will retain a copy of the UTM and forward the signed UTM (with any rejected document slips) back to the unit. This still leaves all responsibility for follow-up on documents with the PAC.

2. Each UTM will be assigned a 4-digit number for control purposes. The first two digits will show the month the UTM was submitted (i.e., 08 for August). The last two digits will indicate the sequential number of the UTM submitted during the month (i.e., the 4th UTM submitted during the month of August would be 08-04). The first UTM of the month will have the last UTM # from the previous month annotated in the upper left-hand corner. UTMs will be submitted in a numerical sequence.

3. Ensure the "Unit Input Source Code" is annotated on the top right hand corner of all documents affixed to the UTM.

4. All documents attached to the UTM will be listed and attached in the same order as listed. Remove all carbon paper from documents before attaching.

5. Information annotated on the UTM must include the following:

a. Soldier's last name

b. Leave control number, if applicable

c. Last four SSN.

d. Total number of each type of document submitted.

e. If additional space is required to transmit documents on the UTM, use additional forms. Complete the document portion of those forms and enter the totals on the last page only.

D. CLEARING THE UTM WITH THE DAILY REGISTER OF TRANSACTIONS:

1. The PAC will retain a copy of the UTM (Figures 2-1 & 2-2) presented to Finance. This copy will be placed in suspense until all documents reflected on the UTM are cleared by a Daily Register of Transactions (DROT). The PAC clerk must ensure he/she receives a copy of the DROT approximately 2 to 3 working days after turn of UTM. If the PAC clerk does not receive a copy of DROT with this timeframe, inquiry immediately to the Finance NCOIC. The DROT is the document that indicates what transactions have or have not been processed

2. Upon receipt of the DROT, post the UTM with the update that corresponds to the DROT that the pay documents were processed on (Figure 2-3).

3. After matching the UTM with the DROT, if a document has not cleared, the PAC will check with the NCOIC of their servicing Finance Office: Attn: Processing Section to determine the status of the document in question.

4. If the DROT reflects that a document rejected, contact the NCOIC of the Processing Section for clarification of the reject reason.

5. When a soldier queries the PAC about a document previously submitted on a UTM, the PAC must:

a. Review the UTM and verify the status of the document (i. e. rejected, processed, returned to the unit for correction).

b. If the action rejected, explain what corrective action was taken to allow Finance to process the action. Furthermore, the PAC will relay to the soldier when the stated document would be re-input for update.

Note: The PAC will not discard their copy of the UTM until all actions have cleared. PAC should retain their UTMs for at least 90 days.

TRANSMITTAL OF PAY AND OTHER DOCUMENTS (DA Pam 600-8)		Last Transmittal _____ Unit _____ Letter No. _____
PART I		
TO UTL Receiving Section	FROM Cdr,	DATE
Forwarded are documents which support changes to the pay and allowances of the members identified on the reverse (and continuation).		
SIGNATURE	TITLE	PHONE
PART II		
TO Document Receiving Section	FROM UTL Receiving Section	DATE
Documents as listed are forwarded in accordance with paragraph 8-7, AR 37-101-1.		
SIGNATURE	TITLE	PHONE
PART III		
TO UTL Receiving Section	FROM Document Receiving Section	DATE
1. Receipt is acknowledge of transmittal letter number _____ 2. Discrepancy letter <input type="checkbox"/> (is) <input type="checkbox"/> (is not) attached.		
SIGNATURE	TITLE	PHONE

(FIGURE 2-1)

(DA PAM 600-8)

Note: Documents listed are not intended to be all inclusive.
List discrepancy letters under "Other Doc".

UTL NO

PAGE #

FORM
MAR 97

FHT FORM **600--X44-2** (15th MI Bn) Replaces FH Form 702, which is obsolete
MAR 97

(FIGURE 2-2)

SAMPLE OF UTM AFTER RECEIPT OF DROT

LAST NAME/LV CONT	LAST 4	SSN DA 31	ORG DA 4187	DY STS	DA 2558	DA 4187 RATS	DA 2627	DA 5960	REMARKS	STATUS	U
COLLINS	6789							1	BAH	PROC	1
ROGGAIN	5698							1	BAH	PROC	1
JONES	1256	1									
CINDERELLI	6789					1				PROC	1
VANN	4450						1			PROC	1
TOTALS	5	1	1			1	1	2			
								TOTAL ENC	5		

UTM# 12-02

PAGE# 1

(FIGURE 2-3)

CHAPTER TWENTY

WOUNDED IN ACTION/DISEASE NON-BATTLE INJURY

1. BACKGROUND: On the 11th of December 2004, the 13th Finance Group established a dedicated wounded in action (WIA) and disease non-battle injury (DNBI) team that monitors the pay of injured III Corps Soldiers. The WIA Team provides accurate real time financial support to Soldiers that are medically evacuated as a result of wounds, disease, or injury incurred while serving in a combat zone.

2. Purpose: To ensure all Wounded In Action /Disease Non-Battle Injury Soldiers receive the correct financial entitlements.

3. Services Provided:

a. Travel pay processing: The WIA team will assist the Soldier in filling out his/her DD Form 1351-2. Soldiers must submit the following documents to the WIA Team:

1) All previously claimed DD Form 1351-2 pertaining to the deployment.

2) TDY/TCS Orders.

3) Copy of manifest. If unavailable, a memorandum from the unit commander confirming deployment dates may be substituted.

4) Receipt for reimbursable expense of \$75.00 or more. Itemized receipt for lodging and rental cars are required regardless of amount.

b. Debt remission/cancellation of debts due to overpayment of deployment entitlements.

c. Special entitlements pay

4. Location:

a. Bldg 2805 (761st and Tank Battalion)

b. WIA Team, 288-2237 (24hr Cell 254-291-7722)

CHAPTER THREE

PAY INQUIRIES

A. GENERAL:

1. The pay inquiry system is designed to give the Soldier a chance to get any finance questions answered or problems solved expeditiously. The system gives the unit commander the opportunity to screen all pay problems within the unit, or PAC eliminating lost productive time from sending Soldiers to finance needlessly. Each PAC supports those Soldiers in its respective organization and is the first link in the finance chain to resolve pay inquiries.

2. The primary document for the resolution of any pay inquiry is DA Form 2142 (figure 3-1). Usually the Soldiers' presence is not required at the finance office for resolution of pay problems. Normal pay related issues such as promotions, reductions, reenlistment, bonuses, and entitlement starts, stops, or changes can be performed at the unit level. In instances such as these, Soldier should report to their orderly room/PAC office to seek assistance. Soldiers who have pay issues that cannot be resolved at the unit level should be directed to their servicing Finance Office with a DA 2142 in their possession.

3. The following categories normally require the Soldier's presence:

a. No Pay Dues; this is when the Soldier has received less then \$150.00 for a pay period and seeks a Casual Pay.

b. Initiation of stop payment on checks, DD form 2660.

c. Debt Collection (i.e. remission of cancellation, unexplained debts, erroneous debts)

B. PROCEDURES: All Soldiers wishing to submit a pay inquiry must first utilize the service of the PSNCO/PAC instead of visiting the Finance office. If the inquiry is of a routine nature, the DA Form 2142 will be forwarded to the servicing Finance Office and a reply will be furnished within 72 hours from the date of receipt.

1. PAC Personnel will initiate the pay inquiry at the unit. Soldiers will complete Section 1 of DA Form 2142 and submit with supporting documentation. The following are some of the most common pay inquiries with the required supporting documents.

a. Non-receipt of Hostile Fire Pay/Imminent Danger Pay (HFP/IDP), Hazardous Duty Pay (HDP), Family Separation Allowance (FSA) - DD Form 1561, travel voucher/commander's memo on dates and area Soldier deployed to.

b. To correct number of years of service - DA Form 1506 verified by the personnel service office

c. To correct leave – Original DA Form 31, corrected DA Form 31 (when applicable), and commander's memorandum verifying correct leave dates

d. ETS - complete contract/extension

e. PROMOTION - DA Form 4187/orders, ERB or ORB with current rank.

f. Basic Allowance for Housing - DD Form 5960, marriage certificate or birth certificate etc.

g. Non-receipt of pay - A statement from the financial institution verifying non receipt of pay and stop payment form (DD Form 2660).

2. DA Form 2142 must be completed in sufficient detail to fully explain the Soldier's problem. The DA Form 2142 will not be used for the purpose of submitting documents such as starts, stop, changes for entitlements and/or allotments. All documents of this nature must be forwarded via the UTM (See Chapter 1) to the servicing Finance Office.

3. PAC personnel will review the DA Form 2142 and attempt to resolve the problem without having the Soldier leave the place of duty. If the issue cannot be resolved at the unit level, forward the DA Form 2142 to the Finance Office.

4. The Soldier will be directed to go to the servicing Finance Office in person, only when the problem is not of a routine nature and requires the Soldiers presence at the Finance Office. Soldiers should not be sent to the Finance Office on a walk in status on Paydays. These days are normally reserved for Soldiers with no pay due related emergencies.

PAY INQUIRY For use of this form see AR 37-104-3; the proponent agency is USAFAC.		BLOCK NUMBER	
		INQUIRY NO.	DATE 5 Nov **
SECTION I (To be completed by soldier)			
NAME (Last, First, Middle) DOE, MARY L.		SSN 123-45-8799	GRADE E-6
UNIT HHC, 4th ID		PHONE NUMBER 287-5555	
NATURE OF PAY INQUIRY (Be specific) Soldier is unaware of the reason for debt collection of \$350.00 on her EOM LES.			
SECTION II (To be completed by Unit Commander)			
<input type="checkbox"/> 1. Supporting document(s) submitted or will be submitted to finance.		DATE	TL NUMBER
<input type="checkbox"/> 2. Local payment. Soldier has been counseled regarding impact on future pay. My recommendation is to approve/disapprove (cross out the appropriate word) the local payment.			
<input checked="" type="checkbox"/> 3. Other (Specify) Explanation of Debt			
Signature of Unit Commander (or soldier as appropriate). /S/ MICHAEL ROSS, CPT. INF, Commander		DATE 5 Nov **	
SECTION III (To be completed by Finance)			
PROBLEM	<input type="checkbox"/> Allotment <input type="checkbox"/> Non-receipt Check	<input type="checkbox"/> Entitlements <input type="checkbox"/> Non-receipt LES	<input checked="" type="checkbox"/> Collection <input type="checkbox"/> Leave <input type="checkbox"/> Other (Specify)
INQUIRY ANALYSIS CAUSE			
<input type="checkbox"/> 1. Non-receipt of document from Unit Commander.		<input type="checkbox"/> 2. Late receipt of document from Unit Commander.	
<input type="checkbox"/> 3. Document received - Finance did not process.		<input type="checkbox"/> 4. Document received and processed but rejected on DJUOL.	
<input type="checkbox"/> 5. Document received from Unit Commander on time but too late to be processed prior to JUMPS cutoff.		<input type="checkbox"/> 6. Problem with prior station.	
<input type="checkbox"/> 7. USAFAC		<input checked="" type="checkbox"/> 8. Other (Specify) Debt Collection	
DESCRIPTION OF CAUSE AND ACTION TAKEN. Debt collection was for bad check cashed at the Post Commissary. Collection was for check #523 dtd 1 Sep **. Check amount was \$335.00 and a \$15.00 administrative fee was charged. If Soldier wishes to dispute the validity of the said debt, she must contact the Post Commissary.			
ACTION REQUIRED			
<input type="checkbox"/> DA Form 3884 <input checked="" type="checkbox"/> Other (Specify)		<input type="checkbox"/> Local Payment <input checked="" type="checkbox"/> Valid <input type="checkbox"/> Invalid	
DATE APPROVED LOCAL PAYMENT PAID		SIGNATURE OF PAY CLERK /S/Jose Perez, SSG 230th Fin Bn	

DA FORM 2142, APR 82

EDITION OF 1 APR 73 WILL BE USED UNTIL EXHAUSTED

PFR

USAPPC V2.00

FIGURE 3-1

CHAPTER FOUR

PAYMENTS (CAUAL AND ADVANCE)

A. GENERAL: Casual and advance payments are made IAW with the Department of Defense Financial Management Regulation Volume 7, Chapter 32.

I. LOCAL PAYMENTS: A local payment (casual or partial pay) is a payment of accrued pay or entitlements, under extreme hardship conditions, normally pending credit to the Soldier. Department of Defense guidance states that "back-pay of entitlements is not justification for a local payment".

a. Soldiers whose accounts have been suspended ("T" status) pending chapter discharge may receive casual pay (CP) when requested by the Soldier's commander. These requests should be forwarded to the Defense Military Pay Office Separations Section at least five days prior to end of month pay day. These payments will be monitored to ensure that the Soldier will have funds available to liquidate all indebtedness prior to separation from the service. See Chapter Five.

b. Electronic Funds Transferable (EFT) payments are deposited into the Soldier's account. Deposits for EFT take approximately 24-72 hours to reach Soldier's account.

2. The maximum local payment that may be paid (except as authorized in 3 below) will be the lesser of the following:

- a. The amount requested.
- b. The amount of accrued pay and allowances to date of payment.
- c. An amount that would assure a sufficient balance at the end of the month to satisfy all allotments and other collections.
- d. Not less than \$50.00.

3. Normally, entitlements accrued but not paid during the prior pay period will be reflected on the next Leave and Earning Statement (i.e., an entitlement to basic allowance for subsistence effective 18 November 2004, with documentation submitted on UTM dated 20 November 2004, should be reflected on December's LES.) If the entitlement is not credited on the appropriate LES and the needs of the Soldier clearly warrant and justify payment, the commander may request a local payment for the amount due on a DA 2142 (Figure 4-1). However, the Finance officer is the final approving authority. These procedures also apply for an erroneous computation of a pay entitlement or an erroneous collection.

A. POLICY PROVISIONS:

1. Local payments may be made to Soldiers in the following situations:

- a. Leave under emergency conditions as authorized by AR 600-8-10.**
- b. A death or serious illness within the Soldier's immediate family that requires an expenditure of personal funds. Soldiers should first contact those agencies charged with assisting in emergency situations: AER, ACS and Red Cross.**
- c. Pay for Soldiers placed in a "T" status pending a chapter discharg.**

2. Examples of conditions that do not warrant local payments are:

- a. Payment of commercial bills.**
- b. Ordinary leaves and passes.**
- c. Normal household type living expenses.**

3. Soldier should be advised that local payments will automatically be collected from their next pay period. Consequently, the Soldier should expect and be prepared to receive less than the usual pay with no additional payments authorized.

II. ADVANCE PAYMENTS

A. GENERAL:

1. An advance of pay is authorized upon permanent change of station IAW the provisions of Department of Defense Financial Management Regulation (DODFMR) Volume 7A, Chapter 32. The purpose of the advance pay is to provide the Soldier funds for expenses incurred during a permanent change of station that are not covered by other entitlements, such as travel costs of the member and/or their dependents. Some of these expenditures include transportation, temporary storage of household goods, and packing and shipping costs. Advance payments are limited to not more than one payment of one month at the old duty station and one payment of not more than two month's pay advance at the new duty station.

***Since the Soldier must document the amount of funds needed on their advance pay request at their "gaining" duty station, rarely can they justify a second payment equaling the remaining two month's of advance of pay. (Closing, repair or remodeling cost for the purchase of a new home is not authorized items for advance pay)!**

2. Commanders and/or Soldiers may request advance pay up to 60 days after arrival at the new duty station and 30 days prior to PCS departure. Advances may be paid from 61 to 180 days after the arrival of the Soldier or up to 180 days after the arrival of the Soldier's dependents if approved by the Finance officer. An advance of pay is not payable for a PCS move within the same geographical area if shipment of household goods at government expense is not authorized. Payment request will be made on DD Form 2560 (Figure 4-2).

3. Advances of pay may be made to Soldiers without dependents. Soldiers without dependents requesting advance pay must document the extenuating circumstances supporting such a payment on DD Form 2560. An example would be a single Soldier being reassigned to a recruiting command or ROTC assignment in a designated high cost area (as listed in Appendix D, Volume 1, Joint Federal Travel Regulation) where no government facilities are available.

4. The Finance office is responsible for making advance payments and must ensure that the provisions of law are strictly adhered to. The Finance office is not required to make payment merely on casual evidence. If the facts do not justify payment, a reasonable explanation or the submission of further evidence may be required.

B. PAYMENT PROCEDURES:

1. Personnel departing on PCS may receive advance pay when justified and approved. The payment will not exceed one month's basic pay minus Soldier's Home, Servicemen's Group Life Insurance, Federal and State Withholding Tax, FICA Tax, Garnishments and all known debts (previous advances and local payments). The advanced pay will not exceed an amount, which may not be liquidated by the Soldier's ETS date or completion of next tour, whichever comes first.

2. All advances of pay to enlisted Soldiers with ranks of PV1 through SPC will be approved and signed by the unit commander. The approval will be indicated on the DD Form 2560 (Figure 4-2).

3. The commander's approval is not required on first advances to commissioned officers, warrant officers, or enlisted Soldiers with the rank of SGT through CSM.

C. LIQUIDATION OF ADVANCE PAYS:

1. Normally advance payments will be prorated for the number of months requested not to exceed 12 months.

2. Extended liquidation: When PCS movement is to a high cost area in CONUS or overseas, involving unusually large expenses and repayment within 12 months would create

an undue hardship, liquidation of the advance pay may be extended to 24 months. Commander's approval is required for all extended prorations, regardless of rank. Soldiers wishing to apply for extended proration MUST fill out Block 12 of the DA Form 2560 (Figure 4-2).

VI. ADVANCE OF HOUSING ALLOWANCES AND BAH

A. GENERAL:

1. Advance of Housing Allowance may be authorized IAW the DoD Financial Management Regulation Vol 7a and Joint Federal Travel Regulation (JFTR), Volume 1, chapters 8 and 9.

2. Advance BAH is authorized when a Soldier has initial rental expenses upon occupying other than government housing. The advance may be made at any time during a member's tour. It may also be authorized when a member has relocated housing incident to PCS orders. Normally the advance shall not be disbursed more than 3 working days before the date payment under the lease, mortgage or rental agreement must be made. The member must request the advance payment within 30 days after incurring the expense(s). Housing expenses will be documented to include copies of the lease, utility company statement and any other pertinent documentation available.

3. Request for Advance BAH are made on a DA 4187 (Figure 4-3) and must be accompanied by a DA form 5960 (BAQ/VHA Verification and Recertification). The DA Form 4187 must specify the reasons and amounts requested. The amount payable is the substantiated amount requested or three months of BAH for the Soldiers pay grade, whichever is less.

4. Advance BAH is paid by EFT into the Soldiers normal pay account. This normally occurs within 5 days of receipt by the finance office.

5. Repayment of Advance BAH is made over the period of the lease, NOT TO EXCEED 12 months, or less, if the Soldier requests a quicker collection of the advance.

VII. ADVANCE OF SEPARATE RATIONS

A. GENERAL:

1. Advance payment of Separate Rations is authorized IAW DODFMR Vol. 7 Chapter 32 part 4, paragraph 320103 (a).

2. An Enlisted member may be paid an advance of BAS not to exceed 3 months if the member is entitled to BAS and the commanding officer authorizes the payment.

3. Request for advance of Separate Rations is made on DA 4187 (Figure 4-4) and must be accompanied by a copy of the original DA 4187 which authorized the Soldier to receive Separate Rations.

PAY INQUIRY For use of this form see AR 37-104-3; the proponent agency is USAFAC.		BLOCK NUMBER 014C1	
		INQUIRY NO.	DATE
SECTION I (To be completed by soldier)			
NAME (Last, First, Middle) SNUFFY, JOE M.		SSN 123-45-6789	
		GRADE SPC	
UNIT 2/3RD ACR, FT CARSON, CO 80913		PHONE NUMBER 526-1212	
NATURE OF PAY INQUIRY (Be specific) 1. SM REQUEST A CASUAL PAY IN THE AMOUNT OF \$200.00 FOR ACCRUED SEPARATE RATIONS (JAN-FEB 0*) 2. DA 4187 WAS SUBMITTED ON UTM#12-05, BUT ENTITLEMENT DID NOT MAKE IT FOR JAN0* CUT-OFF.			
SECTION II (To be completed by Unit Commander)			
<input checked="" type="checkbox"/> 1. Supporting document(s) submitted or will be submitted to finance.		DATE 2*1205	TL NUMBER 12-05
<input checked="" type="checkbox"/> 2. Local payment. Soldier has been counseled regarding impact on future pay. My recommendation is to approve/disapprove (cross out the appropriate word) the local payment.			
<input type="checkbox"/> 3. Other (Specify)			
Signature of Unit Commander (or soldier as appropriate). ///S//// HENRY C. GLAMORE, CPT, CAV, Commanding			DATE 0*0207
SECTION III (To be completed by Finance)			
PROBLEM <input type="checkbox"/> Allotment <input type="checkbox"/> Entitlements <input type="checkbox"/> Collection <input type="checkbox"/> Leave <input type="checkbox"/> Non-receipt Check <input type="checkbox"/> Non-receipt LES <input type="checkbox"/> Other (Specify)			
INQUIRY ANALYSIS CAUSE			
<input type="checkbox"/> 1. Non-receipt of document from Unit Commander. <input checked="" type="checkbox"/> 2. Late receipt of document from Unit Commander. <input type="checkbox"/> 3. Document received - Finance did not process. <input type="checkbox"/> 4. Document received and processed but rejected on DJUOL. <input type="checkbox"/> 5. Document received from Unit Commander on time but too late to be processed prior to JUMPS cutoff. <input type="checkbox"/> 6. Problem with prior station. <input type="checkbox"/> 7. USAFAC <input checked="" type="checkbox"/> 8. Other (Specify) <u>original 4187 rejected to unit (not signed)</u>			
DESCRIPTION OF CAUSE AND ACTION TAKEN. 1. Original submission of DA 4187 was sent back to unit because commander had not signed it. 2. Input for rations was made on 8 Feb2* and will reflect on EOM FEB0* LES. 3. No Casual Pay authorized.			
ACTION REQUIRED			
<input type="checkbox"/> DA Form 3684 <input type="checkbox"/> Local Payment <input checked="" type="checkbox"/> Other (Specify)		INQUIRY EVALUATION <input checked="" type="checkbox"/> Valid <input type="checkbox"/> Invalid	
DATE APPROVED LOCAL PAYMENT PAID Disapproved		SIGNATURE OF PAY CLERK /S/ Tom Collins, SPC, 4th Fin Bn, 6-2323	

DA FORM 2142, APR 82

EDITION OF 1 APR 73 WILL BE USED UNTIL EXHAUSTED

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(FIGURE 4-1)

4-6
2/22/2006

ADVANCE PAY CERTIFICATION / AUTHORIZATION

Privacy Act Statement

AUTHORITY: 37 U.S.C. 1006 et seq; E.O. 9397 November 1943 (SSN).

PRINCIPAL PURPOSES: To document a member's request for, and subsequent authorization of, an advance of pay to meet extraordinary expenses incident to a PCS move. It is also used to inform the member of the purposes and restrictions of such advances, and to establish repayment schedules.

ROUTINE USES: Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and Reserve component pay systems and is subject to all of the routine disclosures which are more fully described in Service regulations. Routine recipients of JUMPS disclosures include, but are not limited to, Red Cross, State and local government for tax and welfare purposes.

DISCLOSURE: Voluntary; however, failure to provide the SSN will result in denial of payment since it is used to identify you for pay purposes.

PART I. REQUEST

1. NAME (Last, First, Middle Initial) DEAN, JIMMY		2. SOCIAL SECURITY NO. 123-45-6789	3. GRADE SPC
4. I REQUEST:		5. I REQUEST A REPAYMENT SCHEDULE OF:	
<input checked="" type="checkbox"/> a. ONE MONTH ADVANCE PAY (See Policy Guidance on reverse.)		<input checked="" type="checkbox"/> a. 12 MONTHS OR LESS (Specify number of months)	
<input type="checkbox"/> b. MORE THAN 1 MONTH BUT LESS THAN 3 MONTHS BASIC PAY LESS DEDUCTIONS (Parts II and V must be completed.) (Specify amount) \$		<input type="checkbox"/> b. 13 - 24 MONTHS (Parts II and V must be completed regardless of pay grade. NOTE: Repayment schedule cannot exceed member's date of separation.) (Specify number of months)	
		<input checked="" type="checkbox"/> a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING TO MY NEXT PDS	
		<input type="checkbox"/> b. 31-90 DAYS BEFORE MY PCS (Parts II and V must be completed.)	
		<input type="checkbox"/> c. 61-180 DAYS AFTER ARRIVAL AT MY PDS (Parts II and V must be completed.)	

PART II. CERTIFICATION OF EXPENSES (Actual or Anticipated) (Continue in Item 23 on reverse if necessary.)

7. EXPENSE	8. AMOUNT	10. EXPLANATION OF THE CIRCUMSTANCES WHERE GREATER-THAN-NORMAL EXPENSES MIGHT BE INCURRED OR CIRCUMSTANCES REQUIRING AN EARLY OR LATE PAYMENT OF ADVANCE PAY (Up to 90 days before and 180 days after).
a. AUTOMOBILE REPAIR	\$ 600.00	
b. ADDITIONAL STORAGE OF HHG	\$ 200.00	
c. PET STORAGE AND	\$ 250.00	
d.	\$	
e.	\$	
f.	\$	
9. TOTAL		\$ 1,050.00

PART III. JUSTIFICATION FOR MORE THAN 12 MONTHS PAYBACK

(Justification must demonstrate that severe hardship would result if the advance is paid back in 12 months)

11. NO. OF DEPENDENTS	12. LIST SPECIFICS OF YOUR FINANCIAL SITUATION, INCLUDING OUTSTANDING DEBTS AND MONTHLY PAYMENT AMOUNTS THAT INDICATE A SEVERE HARDSHIP IN REPAYING THE ADVANCE IN THE NORMAL 12-MONTH TIME PERIOD (Continue in Item 23 on reverse if necessary.)
<p>*****NOTE IN THIS INSTANCE THE AUTOMOBILE REPAIR WOULD NOT BE APPROVED FOR PAYMENT, AS IT IS NOT AN EXPENSE INCIDENT TO A PCS.</p>	

PART IV. MEMBER CERTIFICATION

Penalty: The penalty for willfully making a false claim/statement is a maximum of \$10,000 or maximum imprisonment of five years, or both (U.S. Code, Title 18, Section 287).

If I am separated prior to my ETS, I consent to withholding from current pay, final pay, or any other money due me to satisfy this indebtedness. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my separation, and understand that this could result in the withholding of 100% of any current pay, final pay, or other money due me.

I have read and understood the policy on advance pay incident to a PCS contained on the reverse of this form. I hereby certify that the intended use of these funds meets the stated purpose. I have attached one copy of my PCS orders or assignment notification.

13. SIGNATURE /S/	14. DATE (YYMMDD) 010201
---------------------------------	--

PART V. APPROVAL OF MEMBER'S COMMANDER

15. I HEREBY APPROVE THIS REQUEST FOR ADVANCE PAY OF:		16. WITH LIQUIDATION OVER:		17. AND PAYMENT OF THE ADVANCE:	
<input checked="" type="checkbox"/> a. ONE MONTH BASIC PAY LESS DEDUCTIONS		<input checked="" type="checkbox"/> a. 12 MONTHS OR LESS (Specify number of months)		<input checked="" type="checkbox"/> a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING AT PDS	
<input type="checkbox"/> b. AN AMOUNT SPECIFIED NOT TO EXCEED 3 MONTHS BASIC PAY LESS DEDUCTIONS (Specify amount) \$		<input type="checkbox"/> b. 13 - 24 MONTHS (Specify number of months)		<input type="checkbox"/> b. NOT PRIOR TO _____ (date) WHICH IS 31-90 DAYS BEFORE PCS	
				<input type="checkbox"/> c. 61-180 DAYS AFTER REPORTING TO NEW PDS	
18. APPROVING OFFICIAL NAME (Last, First, Middle Initial) SIMPSON, LUIS		19. SIGNATURE OF OFFICIAL /S/			
20. TITLE COMMANDER		21. GRADE CPT		22. DATE (YYMMDD) 010205	

DD Form 2560, MAR 90

USAPPC V1.00

(FIGURE 4-2)

4-7
2/22/2006

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DA FORM 4187
DEC 82

EDITION OF FEB 81 WILL BE USED.

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(FIGURE 4-3)

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DA FORM 4187
DEC 82

EDITION OF FEB 81 WILL BE USED.

USAPPC V2.10 COPY 1

(FIGURE 4-4)

4-9
2/22/2006

CHAPTER FIVE

RETIREMENT, ETS, CHAPTER

A. GENERAL: The debt owed by Soldiers who have separated prior to normal ETS has grown steadily over the past several years. The Army Debt Management Program was developed to reduce Soldiers terminating service with a debt to the U.S. Government. When a Soldier is being considered for early release (chapter elimination) from active duty, commanders must make every effort to ensure debts due the U. S. Army are collected prior to separation.

B. RETIREMENT:

1. Finance Retirement Briefing is mandatory. Retirees must see the Finance Retirement Section at the Copeland Soldier Service Center, Bldg. 18010, Room 209A, the day after clearance papers are received with the following documents:

- a. Copy of leave/permissive TDY form (DA Form 31)**
- b. Retirement orders**

2. Soldiers are seen on a Walk-in Basis and will receive a one-on-one briefing. The Finance Retirement Section customer service hours are: Monday – Friday, 09:00 – 11:15 and 13:00 – 15:00. For more information, Soldiers must call 287-9952.

C. ETS/Chapter: Soldiers who are within 120 days of their ETS date or pending a chapter must attend a finance separations briefing held Mondays and Thursdays at 0930 at the Copeland Soldiers Service Center, Bldg 18010, Room B114. Soldiers must bring with them 2 copies of their separation orders with amendments (if applicable) and 2 copies of their leave form (DA Form 31). If these documents are not available, Soldiers may still attend to get the necessary information to prepare them for transition from the Army.

1. Procedures.

a. Unit Commander/PAC Personnel: When the commander determines that the Soldier will be discharged, he/she will determine the Soldier's indebtedness status by reviewing the commander's copy of the Unit Commanders Finance Report (UCFR).

b. The unit commander or representative must provide the Finance Separations Section at the Copeland Soldiers Service Center, Bldg 18010, Room 209B, with all information and documentation concerning known indebtedness such as a Report of Survey, action for collection for Government Property Lost or Damaged (GPLD), DD Form 362, or any other known debt to the government.

c. Upon notification of chapter elimination action, the Finance Separations Section will do the following:

- (1) Administratively stop all allotments, if applicable.**
- (2) Change pay option to "Held Pay" for all pay at the end of month.**
- (3) Audit Soldier's account to identify all outstanding debts.**

d. The following documents are required to clear Finance during out-processing from the Army:

- (1) 1 Copy of ETS order, amendments and/or revocation of orders.**
- (2) 2 Copies of DA Form 31 (leave form) if you are taking leave or permissive TDY.**
- (3) DA Form 137-1 (unit clearance form). You must make a copy for the Finance Office.**
- (4) DA Form 4187 or orders for any recent (12 months or less) promotions or demotions, Article 15s, and Court Martial within the last 60 days.**
- (5) DA Form 4187 for any AWOL or Confinement Time within the last 12 months.**
- (6) 1 Copy of the Termination of Government Quarters from Housing (Liberty Village Only)**
- (7) Finance Separation Checklist given at the Separations briefing.**
- (8) DD Form 214.**

TABLE OF CONTENTS:

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3	LES / NPA / UCFR
4	LES Distribution Process
5	PAC Responsibilities
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7	UCFR Review Procedures
8-14	UCFR - Step By Step
15	UCFR Turn-in Procedures
16	Supporting Documents
17	Common UCFR Problems

INTRODUCTION

The Unit Commander's Finance Report (UCFR) is the most important tool a commander has to monitor and evaluate his/her Soldiers' finance data. By thoroughly reviewing and certifying it monthly, the unit can drastically reduce the amount of pay inquiries and stabilize their Soldiers' pay.

The process of reviewing and certifying the report takes approximately one-half hour to one hour per month and is a wise investment of time for Commanders and First Sergeants. This relatively short commitment each month can end up saving immeasurable frustration and headache. It will also greatly reduce the amount of time Soldiers and leaders miss training events to handle pay-related problems. *

Please utilize this guide as a reference when you review your UCFR monthly. It will remind you of the most important areas and will actually save you time by referring to it. If while reviewing your UCFR you have a question, don't hesitate to call your servicing finance unit to get an interpretation. The section on "Common UCFR Problems" should be particularly useful to you during your review.

Background information is provided at the beginning of this guide to lay the foundation for your knowledge of the UCFR. Definitions and terms are explained to ensure you understand the basics which the UCFR revolves around.

Because the UCFR review process ties closely to the LES distribution process, that process has been included in this guide as well. Commanders and First Sergeants oftentimes do not understand that entire process. Scan that section to update yourself on current procedures and gain insight into each agency's role.

Please keep copies of your UCFRs for at least one year. This will assist you in maintaining unit records (CIP inspection item) and also in tracking UCFR corrections.

Leadership emphasis is critical throughout the UCFR process. We pledge that we will make every effort to pay soldiers accurately and timely. We ask you to help us in that endeavor.

"The burdens on unit commanders are many; however, those commanders who use the UCFR properly generally receive the best pay support for their Soldiers. We must impress upon all commanders that the UCFR is a critical leadership tool that results in better care for their Soldiers and better stewardship of our military personnel dollars."

Ronald H. Griffith
General, U.S. Army
Vice Chief of Staff

DEFINITIONS

AAA-162:	A report the PAC generates that lists all Soldiers assigned to the unit. Used to compare with the UCFR to ensure all Soldiers are listed.
Certification (UCFR):	The unit commander must sign the UCFR each month which completes the whole UCFR process. (See Review (UCFR) and Suspense Date.)
End-of-Month Cutoff:	The date after which newly submitted transactions will not be input in time to be effective by end-of-month (usually the 20th of the month).
Finance Newsletter:	A monthly newsletter from your servicing finance office that accompanies your unit's LESs and UCFR. It disseminates current finance information and is a reference on how to and who to contact within the finance office.
LES:	The leave and earnings statement which all Soldiers receive each month.
LESs Request Form:	A local form that the PAC fills out following their UCFR/AAA-162 scrub that lists the Soldiers needing an LES.
LES Distro Meeting:	LES Distribution meeting occurs monthly and is where we give the LESs, UCFRs, and Finance Newsletters to the PACs for distribution to unit commanders.
Mid-Month Cutoff:	The date after which newly submitted transactions will not be input in time to be effective by mid-month (usually the 5th of the month).
NPA:	Net Pay Advices are the mid-month pay stubs that show the mid-month pay amount and the bank to which the amount was deposited.
PACIDN:	The code in the finance computer system that denotes the exact unit to which the Soldier is assigned. This code is critical to the UCFR process.
Processing Section:	The section within finance that processes the military pay transactions and all UCFR annotations.
Review (UCFR):	The process the unit commander undergoes each month upon receipt of the UCFR -commander checks for inclusion of all Soldiers and that Soldiers are receiving proper entitlements for their current status.
Supporting Document:	Any document required to support a pay change (Simply attach a copy to the signed copy of the submitted UCFR.).
Suspense Date (UCFR):	No later then the 10th of the month for the previous month's UCFR.
UCFR:	Unit Commanders Finance Report. The unit commander's most critical document in the tracking of and correction of Soldiers' pay accounts.

NPA / LES / UCFR

Net Pay Advice:

Net Pay Advices

(1 per soldier)

- * Soldiers with mid-month pay receive NPA monthly
- * Should be in the hands of the Soldier by payday
- * Only shows pay amount & bank account info
- * Use utmost care when distributing
- * Information is covered by the Privacy Act
- * CDRs/1SGs don't really need to review
- * Soldiers w/o mid-month pay receive NPA only when there is a remark on the NPA

Leave and Earnings Statement:

Leave and Earnings Statements (1 per soldier)

- * All Soldiers receive one monthly (may be turned off by individual Soldier through MyPay).
- * Should be in the hands of the Soldier by payday
- * Use utmost care when distributing
- * Return unneeded LESs to the finance office (Preferably with remark on new location of Soldier)
- * Information is covered by the Privacy Act
- * CDRs/1SGs may review if desired

Unit Commanders Finance Report:

- * Commanders receive one each month
- * Ensure all Soldiers assigned are listed
- * Check Soldiers' entitlements
- * Annotate changes (attach documents as required)
- * Sign and return to the finance office

LES Distribution Process

LESSs are extremely important to soldiers and their families. Therefore, it is critical that each agency in the LES Distribution Process do its part to ensure that LESSs reach the Soldiers in an efficient and timely manner. We print the LESSs and distribute them to the PACs at our monthly LES distribution meeting. Thus, the LESSs go from Finance to the PAC to the unit to the Soldier.

The documents involved in this process are shown below:

Leave and Earnings Statements (1 per Soldier)

LES

[illegible]

LES Request Form

[illegible]

UCFR

The agencies that are involved in the process are:

The Local Finance Office

Unit PACs (S1s / PSNCOs)

Commanders / 1SGs

The next few pages detail each agency's responsibilities. Agencies must work together toward a common goal - all Soldiers receive an accurate LES on time every month.

If you do not understand a procedure or step in the process, please take the time to call either the PAC or finance to get an explanation. Understanding the procedures is important to ensuring the success of the entire process.

PAC Responsibilities

The primary responsibility of the PAC is to facilitate the transfer of the LESs from the local finance office to each company level unit. To distribute the LESs and UCFRs in a timely manner PAC should perform their duties.

The main action required at the PAC level is to compare the LESs received from finance with the unit's AAA-162 Roster to ensure that all assigned Soldiers receive an LES. It is critical that this review occur each and every month at the LES distribution meeting.

PAC Procedures:

1. **Attend the monthly Finance LES Distribution Meeting.**
2. **Review the LESs received with the AAA-162 Roster.**
3. **Complete the "LESs Needed" form as necessary for any missing LESs.**

<small>(Return this list prior to leaving PSMCO meeting)</small>	
UNIT NAME	
LESs NEEDED	
EOM ??? '9?	
<small>(All LESs will be available for pickup MLT 1600 today)</small>	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This form is available at Finance for all PACs. The PAC representative should write down the names and SSNs of Soldiers assigned to the unit but for whom there is not an LES present. Finance will use this form to provide the LES to the soldier (see below) and to make input into the finance system so that the Soldier receives an LES next month.

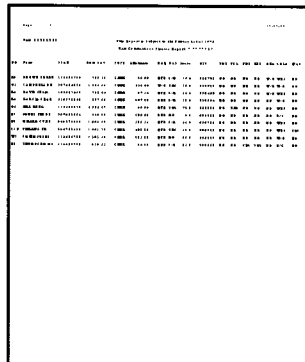
4. **Turn in the "Missing LES" form to the finance representative prior to leaving the meeting.**
5. **Return to finance the day following LES distribution for all requested LESs.**
6. **Insert these LESs into the proper packets for distribution to the units.**
7. **Distribute all LESs to the units.** LESs should be given to the company commanders or First Sergeants as soon as possible. There is no reason for the PAC to hold them for any length of time.

(Do not discard (throw away) any LESs that you erroneously receive. You should return them to the Finance Office so we can reroute them to the Soldier or investigate to ascertain the status of that Soldier.)

Command Responsibilities

Commanders and First Sergeants have the most important responsibility in the LES Distribution Process. **They must ensure that the LESs get into the hands of their Soldiers.** It is very important that an actual transfer occur from the PAC representative to a representative within the command. **Never place an LES in distribution or mail.** PAC will break the LESs down however necessary (e.g. by platoon, detachment, section, etc.) and promptly distribute to the Soldiers. Again, a physical transfer should occur each time the LESs pass through channels to the Soldier. Commanders and/or First Sergeants may elect to do a quick review of each LES, but there is no need to do an in-depth analysis. All the critical information is on the Unit Commander's Finance Report (UCFR). This is the report that the command must fully analyze to monitor finance data and identify possible problems.

When the command receives the finance packet from the PAC it should contain the following items in this order:



UCFR

**Leave
and
Earnings
Statements
(1 per soldier)**

LESs

The UCFR review process is covered in depth later in this guide. By this time in the process, you should have an LES for every Soldier in your unit (See PAC Responsibilities).

If you feel that the PAC is not fulfilling its responsibilities in this process, you should contact the S1 and attempt to resolve the problem.

Please call us if we can be of any assistance to you at any stage of this process.

[illegible]

UCFR - Step By Step

Commanders and First Sergeant's use this section as a reference guide when reviewing the UCFR. If you follow these steps thoroughly for each Soldier listed, this will ensure that you are providing the best service possible to your Soldiers.

This is a sample UCFR and an explanation of what each column contains:

Page:1

??/??/??

Unit:XXXXXXXX

This Report is Subject to the Privacy Act of 1974

Unit Commander's Finance Report: ?-?? ??? 9?

GR	Name	SSAN	EOM PAY	POPT	Allotmnts	BAH	BAS Leave	ETS	TDY	FSH	FDP	HFP	OHA	COLA	IPAY	
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO	NO	NO	NO	W /OWD2	NO		
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W /O	YES 15.5	990918	NO	NO	NO	NO	W /OW /O	NO		
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO	NO	NO	NO	W /OWD1	NO		
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO	NO	NO	NO	NO W /O	NO		
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO	YES	NO	NO	NO WD3	NO		
E2	JONES TM OT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO	NO	NO	NO	NO B /C	NO		
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO	NO	NO	NO	NO WD3	NO		
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO	NO	NO	NO	NO WD1	YES		
W2	SMITH JOSEPH	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO	NO	NO	NO	NO W /O	NO		
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO	NO	YES	YES	NO B /C	NO		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

- | | | |
|----|----------------------------|---|
| 1 | Grade | Two letter grade designation |
| 2 | Name | Last Name - Space - First Name (Field contains only 11 characters) |
| 3 | Social Security Number | Full Social Security Number |
| 4 | End-of-Month Pay | Amount received by Soldier for current end-of-month pay |
| 5 | Pay Option | Shows the Pay Option the Soldier has elected |
| 6 | Allotments | Total amount of all allotments disbursed for the current month |
| 7 | Basic All. for Housing | The type of housing allowance the Soldier is receiving, if any |
| 8 | Basic All. for Subsistence | The type of subsistence allowance the Soldier is receiving |
| 9 | Leave | The Soldier's current leave balance as of the last day of the current month |
| 10 | Expired Term of Service | The Soldier's ETS date (new ETS date will not update until old ETS date passes) |
| 11 | Temporary Duty | "YES" if the Soldier received an Accrued Per Diem payment through his LES |
| 12 | Family Separation All. | "YES" if Soldier was paid this entitlement for any portion of the current month |
| 13 | Foreign Duty Pay | "YES" if Soldier was paid this entitlement for any portion of the current month |
| 14 | Hostile Fire Pay | "YES" if Soldier was paid this entitlement for any portion of the current month |
| 15 | Overseas Housing Allowance | Displays type of OHA paid to Soldier, if any |
| 16 | Cost of Living Allowance. | Displays type of COLA paid to Soldier, if any |
| 17 | Incentive Pay | "YES" if Soldier was paid this entitlement for any portion of the current month |

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Page: 1		??/??/??												
Unit: XXXXXXXX		This Report is Subject to the Privacy Act of 1974												
		Unit Commander's Finance Report: ?-??? ??? 9?												
GR	Name	SSAN	EOM PAY	POPT	Allotments	BAH	BAS Leave	ETS	TDY FSA	FDP HFP	OHA COLA	IPAY		
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO	NO	NO	NO	W/O WD2	NO
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO	NO	NO	NO	W/O WD0	NO
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO	NO	NO	NO	W/O WD1	NO
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO	NO	NO	NO	W/O	NO
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO	YES	NO	NO	WD3	NO
E2	JONES TMOT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO	NO	NO	NO	B/C	NO
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO	NO	NO	NO	WD3	NO
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO	NO	NO	NO	WD1	YES

1 Grade:

This column shows the grade of the Soldier in the finance system as of the end-of-month cutoff for the current month. If this grade is incorrect, you should pursue corrective action through the personnel system. You may attach a copy of the Soldier's promotion order to the UCFR as the local finance office can make input on some promotions after the personnel system has been updated.

2 Name:

This column displays the Soldier's last name followed by one blank space followed by the Soldier's first name. The field only contains 11 characters so only the first 11 characters of the name are shown. If either the last or first name shown is incorrect, you should submit a DA Form 4187 to us so we can update the system.

3 SSAN:

This column displays the Soldier's full 9 digit Social Security Number (abbreviated SSAN or SSN). If the SSAN is incorrect, then submit a DA Form 4187 to us so we can update the system.

4 End-of-Month Pay:

This column displays the amount of end-of-month pay the Soldier received for current month.

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Unit: XXXXXXXX			This Report is Subject to the Privacy Act of 1974											
Unit Commander's Finance Report: ?-?? ??? 9?														
GR	Name	SSAN	EOM PAY	POPT	Allotmnts	BAH	BAS Leave	ETS	TDY FSA	FDP HFP	OHACOLA	PAY		
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO	NO	NO	NO	W/O WD2 NO	
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO	NO	NO	NO	W/O WD1 NO	
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO	NO	NO	NO	W/O WD1 NO	
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO	NO	NO	NO	W/O WD1 NO	
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO	YES	NO	NO	WD3 NO	
E2	JONES TMOT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO	NO	NO	NO	B/C NO	
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO	NO	NO	NO	WD3 NO	
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO	NO	NO	NO	WD1 YES	
W2	SMITH JOSEP	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO	NO	NO	NO	W/O NO	
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO	NO	YES	YES	NO B/C NO	

5

6

7

5

Pay Option:

This column should state "CHEK" for all Soldiers which means that the Soldier has direct-deposit into a bank account. If it does not state "CHEK", then the Soldier should submit an SF Form 1199 to designate a bank account or establish one on MyPay.

6

Allotments:

This column shows the total dollar amount of allotments the Soldier had for the current month.

7

BAH:

This column displays the type of Basic Allowance for Housing (BAH) the Soldier is currently receiving. The only entries you will see in this column are "QTR", "REB", "W/O", "W/D", or "DIF". "QTR" indicates the Soldier is in family type government quarters. "REB" indicates that the Soldier lives in the barracks, "W/O" the Soldier is off-post, but has no dependents. "W/D" the soldier is off-post and drawing BAH on behalf of authorized dependents. "DIF" is an abbreviation for BAH Difference. Soldiers receiving "DIF" are typically living in the barracks and having to pay child support but are not otherwise entitled to any form of BAH. If unsure, check the status of each of your Soldiers to ensure they are receiving the correct type of BAH.

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Page: 1		??/??/??												
Unit: XXXXXXXX		This Report is Subject to the Privacy Act of 1974												
		Unit Commander's Finance Report: ?-?? ??? 9?												
GR	Name	SSAN	EOM PAY	POPT	Allotments	BAH	BAS Leave	ETS	TDY	FSA	FDP	HFP	OHACOLA	TPAY
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO	NO	NO	NO	W /OWD2	NO
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO	NO	NO	NO	W /OW /O	NO
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO	NO	NO	NO	W /OWD1	NO
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO	NO	NO	NO	W /O	NO
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO	YES	NO	NO	NO WD3	NO
E2	JONES TMOT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO	NO	NO	NO	NO B/C	NO
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO	NO	NO	NO	NO WD3	NO
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO	NO	NO	NO	NO WD1	YES
W2	SMITH JOSEP	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO	NO	NO	NO	NO W/O	NO
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO	NO	YES	YES	NO B/C	NO

8

9

10

8 BAS:

Basic Allowance for Subsistence (BAS) shows the type of ration allowance the Soldier is receiving. Possible types are "YES", "NO", and "RNA". All officers and warrant officers automatically receive BAS so it should always state "YES" for them. The UCFR should be blank for all other Soldiers. You must review the LESSs of soldiers with meal deduction.

"RNA" stands for Rations Not Available. Soldiers' can only receive RNA if a Dining Facility is not available.

9 Leave:

Leave Balance shows how many leave days the Soldier currently has accumulated as of the end of month. Please keep in mind that recent leave transactions may not have posted to the Soldier's account. If you believe a Soldier's leave balance is incorrect, submit a pay inquiry with pertinent information and relevant DA Forms 31 attached and we will review the Soldiers leave balance.

10 ETS:

This column shows the current ETS date of the Soldier. If it is not correct, immediately submit a reenlistment or extension document. We must receive this document prior to the current ETS date listed on UCFR or this will adversely affect his/her pay (No Pay Due Statue).

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Unit: XXXXXXXXX				This Report is Subject to the Privacy Act of 1974										
Unit Commander's Finance Report: ?-?? ??? 9?														
GR	Name	SSAN	EOM PAY	POPT	Allotmnts	BAH	BAS Leave	ETS	TDY	FSA	FDP	HFP	OHACOLA	IPAY
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO	NO	NO	NO	W/O	WD2 NO
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO	NO	NO	NO	W/O	WD1 NO
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO	NO	NO	NO	W/O	WD1 NO
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO	NO	NO	NO	W/O	WD1 NO
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO	YES	NO	NO	W/O	WD3 NO
E2	JONES TMOT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO	NO	NO	NO	B/C	WD3 NO
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO	NO	NO	NO	W/O	WD3 NO
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO	NO	NO	NO	W/O	WD1 YES
W2	SMITH JOSEP	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO	NO	NO	NO	W/O	WD1 NO
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO	NO	YES	YES	B/C	WD1 NO

(11) (12) (13)

11 TDY:

This column will state "YES" if the Soldier received an Accrued Per Diem payment during the current month which generally means the Soldier is deployed. If the column states "YES" and the Soldier is not deployed, then there is a problem that needs your attention. Annotate the UCFR with the date the Soldier redeployed.

12 FSH:

This column states "YES" if the Soldier received Family Separation Allowance (FSA) for any reason for at least one day of the current month. FSA is either Type I or Type II. Type I is normally received when a Soldier is on an unaccompanied tour and is living off-post. (Paid at the BAH w/o dependent rate.) FSA Type II is typically paid when a Soldier is away from his/her dependents for more than 30 days due to a deployment or extended TDY. FSA is paid at the rate of \$8.33 a day.

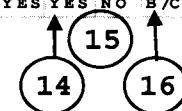
13 HDP-L: (Formally FDP)

This column denotes whether the Soldier received Hardship Duty Pay -Location. HDLP is payable to all Soldiers who are performing official duties for more than 30 days in a designated hardship area. The amount varies by location and is paid daily (e.g. \$50 HDP-L rate equates to \$1.33 per day; \$00 HDP-L rate equates to \$3.33 per day; \$150 HDP-L rate equates to \$5 per day).

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Page: 1												??/??/??	
Unit: XXXXXXXX		This Report is Subject to the Privacy Act of 1974											
		Unit Commander's Finance Report: ?-?? ??? 9?											
GR	Name	SSAN	EOM PAY	POPT	Allotmnts	BAH	BAS Leave	ETS	TDY FSA	FDP HFP	OHA COLA	IPAY	
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO NO	NO NO	W/O WD2	NO	
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO NO	NO NO	W/O WD1	NO	
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO NO	NO NO	W/O WD1	NO	
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO NO	NO NO	W/O WD1	NO	
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO YES	NO NO	WD3	NO	
E2	JONES TM OT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO NO	NO NO	B/C	NO	
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO NO	NO NO	WD3	NO	
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO NO	NO NO	WD1	YES	
W2	SMITH JOSEP	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO NO	NO NO	W/O	NO	
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO NO	YES YES	NO B/C	NO	



14

HFP:

This column displays whether or not the Soldier has received Hostile Fire Pay (HFP) during the current month ("YES" or "NO"). HFP is paid in the amount of \$225 per month if the Soldier was in a designated HFP zone for any portion of the month. Saudi Arabia, Kuwait, Iraq, Afghanistan and Pakistan are a few countries currently designated as HFP area.

15

OHA:

This column shows receipt of Overseas Housing Allowance (OHA) during the current month and at what rate OHA is only payable if the Soldier is also receiving BAH. OHA has only two categories: with dependents and without dependents. The exact amount the Soldier receives depends on their grade.

16

COLA:

This column shows the rate the Soldier was paid his/her Cost of Living Allowance (COLA). The possible rates are Barracks COLA (B/C), Without Dependents (W/O), and With Dependent, (WD1, WD2, WD3, WD4, and WD5) with Dependents 1-5). WD5 is the max rate. COLA payment is based on the number of command-sponsored dependents and may fluctuate. Soldiers must be assigned to an area that qualify for this entitlement.

UCFR - Step By Step (Continued)

Utilize the following sample UCFR when referring to the Step By Step instructions:

Unit: XXXXXX XX			This Report is Subject to the Privacy Act of 1974												
Unit Commander's Finance Report: ?-?? ??? 9?															
GR	Name	SSAN	EOM PAY	POPT	Allotmnts	BAH	BAS Leave	ETS	TDY	FSA	FDP	HFP	OHACOLA	IPAY	
E5	BROWN FRED	123456789	759.18	CHEK	86.00	QTR	29.5	000701	NO	NO	NO	NO	W/O	WD2	NO
O1	CAMPBELL DE	987654321	1,034.56	CHEK	336.00	W/O	YES 15.5	990918	NO	NO	NO	NO	W/O	W/O	NO
E4	DAVIS JULIA	192837465	733.04	CHEK	57.16	QTR	16.5	990409	NO	NO	NO	NO	W/O	WD1	NO
E4	GARCIA FRAN	918273645	897.85	CHEK	507.50	REB	28.5	980104	NO	NO	NO	NO	NO	W/O	NO
O6	HILL GREG	123459876	4,524.87	CHEK	60.00	QTR	YES 75.5	888888	NO	YES	NO	NO	NO	WD3	NO
E2	JONES TMOT	987651234	418.15	CHEK	199.00	REB	0.5	001113	NO	NO	NO	NO	NO	B/C	NO
E8	MILLER CYNT	546372819	1,005.68	CHEK	208.21	QTR	36.0	020716	NO	NO	NO	NO	NO	WD3	NO
O3E	PHILLIPS TR	564738291	1,551.70	CHEK	400.00	QTR	YES 23.5	888888	NO	NO	NO	NO	NO	WD1	YES
W2	SMITH JOSEF	123456789	2,101.23	CHEK	102.00	QTR	YES 10.0	888888	NO	NO	NO	NO	NO	W/O	NO
E3	THOMPSON M	123456789	610.22	CHEK	34.50	REB	12.5	990321	NO	NO	YES	YES	NO	B/C	NO

17

17

IPAY:

This column denotes whether the Soldier received any type of incentive pay during the current month. Examples of incentive pay are Flight Pay and Jump Pay.

(End of Step By Step Instructions.)

MOST IMPORTANT DATA ITEMS:

BAH:	Should Soldier be receiving BAH and is it the correct rate?
BAS:	Should Soldier be receiving BAS or Rations Not Available?
FSA:	Was Soldier entitled to Family Separation Allowance this month?
FDP:	Was Soldier entitled to Foreign Duty Pay (HDP-L) this month?
HFP:	Was Soldier physically in a Hostile Fire Pay area this month?
OHA:	Should Soldier be receiving OHA and is it the correct rate?
COLA:	Is the Soldier receiving the proper rate of COLA?
TDY:	If Soldier is redeployed, then it should not be "YES".

UCFR Turn-in Procedures

UCFR turn-in procedures should be IAW your unit's operating procedures. Your procedures may require that you turn in your UCFR to PAC or it may allow the commander to submit it to the Finance office. The objective is to submit the UCFR back into your servicing Finance Office by the suspense date.

If your SOP requires you to turn in the UCFR to the PAC, submit it to them in ample time so that they may forward it to finance by the suspense date. Also, it is a good practice to utilize a Unit Transmittal Memorandum (UTM) when transferring documents from one entity to another.

If your SOP allows you to turn in the UCFR directly to finance, you can submit your monthly UCFR to your servicing Finance Office.

Again, we recommend that you utilize a UTM when submitting the UCFR to us although we will accept the document without one.

Failure to Turn-in UCFR

Failure to submit a UCFR results in a letter sent to you requesting reason of non-submission per Army Regulation. Follow-up requests continue until we receive a UCFR. If you foresee missing the suspense date, notify your finance POC. We will vigorously pursue receipt of all UCFRs since it is the Soldier who receives and deserves the benefit of our perseverance.

If you continuously fail to return your UCFR (annotated and signed), we will inform your commander.

Supporting Documents

The primary purpose of reviewing the UCFR is to correct errors. In order for us to input the corrective actions you annotate on your UCFR, it is oftentimes necessary that you submit a supporting document to back up your annotation.

Not all requested actions require a supporting document. It is not our intent to make the UCFR certification a difficult process. Since the commander signs the certification after making his/her annotations and requested changes, the entire document acts as a memorandum of authorization to make the requested changes. **Utilize the table below to determine whether or not you need to submit a separate supporting document.**

If a supporting document is not necessary, please ensure that you list all necessary information relevant to the transaction on the UCFR. Unless, you give us all the information (e.g. a date) we will not be able to make the necessary input. An example is a commander's request to stop FDP (Foreign Duty Pay) for one of his Soldiers as of 31 Dec 03. In other words, a "YES" appeared in the FDP column of the UCFR but the Soldier was not entitled to receive FDP. You do not have to provide supporting documentation, but, the commander must circle the "YES", and annotate "STOP 031231" for that change to take effect. (Also, a signature from the commander on the UCFR Certification Memorandum is required).

Here is a table with some examples of what requires supporting documents and what does not:

<u>UCFR Column</u>	<u>Pay Problem</u>	<u>Supporting Document Required</u>
Grade	Wrong Grade	Signed DA Form 4187 authorizing promotion and eMILPO processed transaction report
Pay Option	Change of	Signed SF 1199 with bank and account information
Allotments	Start, Stop, Change	Signed DD 2558 with effective date
BAH	Start, Stop, Change	Signed DA 5960
BAS	Start Separate Rations	Signed DA Form 4187 initiating Separate Rations
BAS	Stop Separate Rations	None (annotate UCFR)
Leave	(Any Type)	Fully Completed DA Form 31
ETS	(Any Type)	Reenlistment or Extension paperwork
FSA	Start	Signed DA 1561
FSA	Stop	None (annotate UCFR with date)
FDP	Start	Paid Travel Voucher / Orders / DD 1610
FDP	Stop	None (annotate UCFR with date)
HFP	Start	Paid Travel Voucher / Orders / DD 1610
HFP	Stop	None (annotate UCFR with effective date)
OHA	Start	Signed DD 2367
COLA	Change	Divorce Decree, Birth Certificate, Adoption Cert., etc
IPAY	Start	Orders

Common UCFR Problems

Many problems are fairly routine and quite easy to spot when conducting thorough reviews of your UCFR. After doing your review a few months, you will quickly learn to spot inconsistencies and other indicators that may point to possible problems.

Here is a short list of problems for which you may want to focus your review:

<u>Situation</u>	<u>Check (or Action)</u>
Soldier not on UCFR	Annotate on UCFR Cover Sheet
Soldier receiving BAH (1+ Dependents)	Match of BAH: "W/D"
Soldier receiving BAH (no Dependents)	Match of BAH: "W/O"
Soldier receiving BAH but not OHA	Complete & Sign DD 2367, (if applicable)
Soldier authorize BAH but not receiving	Complete & Sign DD 5960
Soldier living in barracks	BAH should be "REB"
"POPT" column	Should be "CHEK"
Leave is -10.0 or less	RED FLAG!!! Command needs to monitor leave
Leave is greater than 60 days	Has all leave been processed?
# of Dependents Should be consistent	BAH, OHA, COLA
"YES" in TDY	Is Soldier still deployed?
"YES" in FDP	Was Soldier in authorized area for 8 days?
"YES" in HFP	Was Soldier in authorized area?
"YES" in IPAY	Why? (What type of incentive pay?)
ETS Date past	Submit Reenlistment or Extension

The examples listed above are not comprehensive. Also, the military pay regulations are quite complex and there are exceptions to many rules - especially in the area of BAH and FSA. This guide is an attempt to provide normal or frequent situations and circumstances. If during the course of your review, you encounter a set of circumstances not covered in this guide and you need an explanation, please call us for an interpretation or additional information.

MISSING LES REQUEST

Unit: _____

POC/Ph #: _____

Date#: _____

EOM: _____

[illegible]

Return to Finance prior to departing LES Distribution.

(Figure 6-1)

CHAPTER SEVEN

LEAVES

I. GENERAL

A. DA Form 31 is the substantiating document for leave.

B. Leave accrues at the rate of two and a half days per calendar month or 30 days per year. Leave accrues for prorated portions of a month at the rate of one half day every six calendar days. Finance maintains the ETS leave balance on the Soldier's MMPA and is reflected on the Soldier's LES through his/her ETS date. Soldiers may be advanced up to 30 days leave or the number of days leave they will earn through their ETS date, whichever is less.

C. Soldiers may not carry over more than 60 days leave beyond the end of the fiscal year (30 September). On 1 October, all leave accounts are automatically screened and leave balances in excess of 60 days are administratively reduced. There are extremely limited provisions (see AR 600-8-10, chapter 3) for carrying over leave in excess of 60 days (Figure 7-1). It is imperative that commanders monitor their Soldiers' leave balances and ensure positive support of the leave program.

D. Enlisted Soldiers on authorized leave are entitled to leave rations for each day of chargeable leave. Leave rations are payable at the same daily rate as separate rations. The input of the leave to the Master Military Pay Account (MMPA) automatically generates payment of leave rations.

E. Convalescent leaves are non-chargeable periods and will not be reflected against the Soldier's leave balance.

II. ORDINARY, PCS, TDY, EMERGENCY AND TERMINAL LEAVE

A. ORDINARY LEAVE:

1. The DA Form 31 will be prepared in four copies. All pertinent data regarding the leave will be entered in the control log using the next sequential control number.

2. If the leave is canceled, the original and organizational copies of the DA Form 31 will be annotated "VOID" and signed by the leave approving authority or designated representative. The unit will retain the original and organizational copies. The individual copy will be destroyed.

****NOTE: If a canceled leave was erroneously forwarded to Finance and the leave subsequently charged, a Reconciliation Memorandum must be prepared IAW AR 600-8-10, paragraph 11-13 (d), (e). ** (Figure 7-2)**

3. Upon departure of the Soldier, block 14 of the DA Form 31 will be completed and placed in the unit suspense file pending the Soldier's return (Figure 7-2).

4. Upon return of the Soldier, blocks 16 through 17 of the DA Form 31 will be completed and the leave control log annotated. The original will be submitted to the finance office via UTM within three duty days of the Soldier's return. The unit retains the organizational copy for six months (Figure 7-3).

B. EMERGENCY LEAVE:

When it is deemed appropriate that a Soldier be granted emergency leave under the provisions of AR 600-8-10, the DA Form 31 will be processed as outlined in paragraph A above. Emergency leave is processed in the same manner as ordinary leave.

C. PCS & TERMINAL LEAVE:

PCS and terminal leave will be processed by assigning a control number and annotating PCS or TRANS above the control number block of the DA Form 31. The suspense copy will be hand carried by the departing Soldier to the Finance Office during out-processing.

***For Soldiers arriving without a DA Form 31 for PCS leave, the Finance Inprocessing Section will prepare a reconstructed DA 31 after obtaining the departure information from the Soldier's losing Permanent Duty Station. ***

D. LEAVE IN CONJUNCTION WITH TDY: TDY leaves are assigned control numbers. The unit will maintain all copies of leave in conjunction with TDY until the Soldier's return. The DA Form 31 should encompass the entire period of the absence. The PAC must ensure leave in conjunction with TDY is submitted to the servicing Finance Office for processing.

III. CONVALESCENT LEAVE:

A. GENERAL:

Convalescent leave is a non-chargeable absence from duty granted to expedite a Soldier's return to full duty after illness, injury, or childbirth.

IV. EXTENSION OF LEAVE

- 1. All extensions of leave require the approval of the Soldier's commander.**
- 2. When the requested extension is approved, an entry will be made in item 15 of DA Form 31 and the appropriate entry will be made on the Leave Control Log. Commanders of units under the PAC system must maintain an audit trail for extensions.**

DEPARTMENT OF THE ARMY

**UNIT
FORT HOOD, TEXAS 76544**

REPLY TO
ATTENTION OF

XXXX-XX

22 February 2006

MEMORANDUM THRU Commander FORSCOM, ATTN: AFAG-PSSB

FOR Commander, PERSCOM, ATTN: TAPC-PDO, Alexandria, VA, 22333-0474

SUBJECT: Special Leave Accrual - (Rank) (First, Middle, Last name) (Social Security Number)

1. Request special leave accrual be approved for (Rank) (Name). The following information is provided for consideration:

- a. Command was notified of deployment requirement (Date).
- b. The requirement was directed by (example FORSCOM).
- c. Unclassified name of the requirement is (example Operation Iraqi Freedom)
- d. Unclassified information concerning the nature of the requirement follows:
 - (1) A classified contingency developed due to the need to defend national security.
 - (2) Nature of this requirement includes a deployment to (Location) for the purpose of ().
- e. The Soldier was notified on (date).
- f. The Soldier deployed (date) and returned from the deployment (date).
- g. My annual leave program aggressively supports the use of 30 days of leave a year.
- h. Soldier was able to take leave on (dates) and other occasions during the fiscal year.
- i. Soldier had taken (number) of days leave prior to notification of the deployment. Soldier was scheduled to take an additional (number) of days leave beginning (date).
- j. The Soldier took (number) of days leave after notification of deployment, but was precluded from taking any more leave days before deployment because ().

k. The Soldier was precluded from taking any leave during deployment because.

l. The Soldier lost (number) of days leave at the end of the fiscal year.

2. Point of Contact is (name) at DSN (number).

(Signature block of LTC and higher Cdr)

(FIGURE 7-1)

(Office Symbol)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Discrepancies in Unit Leave Control Report

1. Reconciliation of the Unit Leave Control Report, dated _____ indicates the following discrepancies:

Leave Control Number (4FB0001)

Name: Joe, George I.

SSN: 123-45-6789

Leave Dates Charged (02 Jan 0* - 10 Jan 0*)

2. Leave Control Number #4FB0001 was canceled, however, the original DA 31 was erroneously sent to Finance and input into the Soldiers military pay account.

3. Request necessary action is taken to reconcile the Soldier's leave account.

**B.T. WASHINGTON
LTC, IN
Commanding**

DISTRIBUTION:

1 - Indiv

1 - Unit Cdr

1 - 640a

1 - Finance

(FIGURE 7-2)

CHAPTER EIGHT

ALLOWANCES

GENERAL: The following allowances are covered in this chapter: Basic Allowance for Subsistence (BAS), Basic Allowance for Housing (BAH), and Family Subsistence Supplemental Allowance (FSSA)

A. Basic Allowance for Subsistence (BAS)

- 1. Except in rare situations, officers are entitled to BAS regardless of grade or dependency status.**
- 2. Enlisted Soldiers, pay grades E7 thru E9, are authorized to mess separately and will receive BAS automatically during inprocessing.**
- 3. When identified during in processing, the finance office will authorize Soldiers with dependents BAS.**
- 4. Enlisted Soldiers, pay grades E1 through E6 will either be “subsisted in kind” by the government (usually through the use of meals cards) or (under exceptional circumstances) authorized to mess separately. Effective 1 January 2002, Soldiers residing in the barracks and eating in the dining facility will receive a net amount of BAS based on a 31-day month. On the Soldier’s monthly LES, BAS will be shown as an entitlement. The total deduction for meals shown on the right-hand side of the LES is based on a daily rate (per day X number of days per month). At no time will a Soldier be authorized the use of a meal card and be paid BAS at the same time.**
- 5. Commanders may approve or withdraw BAS for Soldiers in the rank of SSG and below. BAS will be approved in the best interest of the service, not for the convenience of the Soldier. Commanders should carefully evaluate BAS requests from Soldiers in this category. Maximum use of available mess facilities remains a responsibility of the commander. The approval authority of BAS for Soldiers residing in barracks is a field grade officer when the BAS is required due to:**
 - a. Specialized duties (i.e. Colonel’s driver)**
 - b. Working/duty hours - when assigned duties prevent an individual from being provided more than 20% of government furnished meals offered for periods in excess of 30 days (for example, military police).**

c. Distance to dining facility (when travel time to the dining facility from the Soldier's place or single Soldier quarters is more than 30 minutes)

d. Dining facility capability

e. Other factors deemed appropriate by commanders

6. The approval authority for all other requests is the company commander.

7. BAS will be terminated when a Soldier moves back into the barracks or when the exceptional circumstance no longer exists.

8. BAS authorization should be submitted to the finance office within five days after the approving authority has signed the DA 4187. BAS authorizations cannot cover retroactive periods. This does not prevent, however, the payment of BAS if prior authority had been granted by the verbal order of the commander (VOCO). The VOCO must be confirmed in writing within 10 days of the effective date. A memorandum or letter of lateness, signed by the first O5 commander must be submitted for BAS submitted later than 30 days after effective date.

9. BAS authorizations initially authorizing entitlements to BAS must be completed on a DA Form 4187. The 4187 must contain the Soldier's name, SSAN, and pay grade/rank, the organization assigned, the effective date and time of time entitlement, and the appropriate justification in the remarks section.

II. Basic Allowance for Housing (BAH)

1. General: All Soldiers, officers and enlisted are entitled to Basic Allowance for Housing (BAH), including Soldiers assigned to government housing under the RCI program. The Soldiers who reside in Fort Hood's "Liberty Village" are exempt and do not receive BAH. BAH entitlement for single Soldiers residing in barracks will be provided via partial BAH (REBATE). For other Soldiers, BAH at the "without dependent" rate and "with dependent" rate, will be based on the zip code for Fort Hood, regardless of the location of their dependents..

2. Categories:

a. Rebate - A single Soldier living in the barracks is authorized partial BAH (REBATE). REBATE is effective the day of arrival to Fort Hood, and continues until the day prior to the day of departure from Fort Hood, entitlements continue during period of field duty. No entitlement to partial BAH exists if the Soldier is entitled to BAH-DIFF.

b. BAH with dependents - A Soldier with dependents is authorized BAH at the

“with dependent” rate. Dependency for the purpose of authorizing BAH must be established by documented evidence presented to the finance office (such as marriage license, birth certificate, etc.). Soldier married to a civilian spouse must have a DA Form 5960 and copy of marriage certificate. The effective date of BAH/w dependent will be the date of marriage. The Soldier’s spouse must annotate the spouse’s social security number on the DA Form 5960 prior to processing by the finance office.

c. BAH without dependents – Payable to Soldiers who are authorized to move out of the barracks to an off post address or when a Soldier is married to another Soldier with no dependents.

d. Soldier married to Soldier - A Soldier married to Soldier is not recognized as a primary dependent for the purpose of BAH. However, if they elect to reside together off-post, they are both entitled to draw BAH “without dependents”. Soldier must have a DA Form 5960, copy of marriage certificate, copy of lease agreement, the effective start date of the BAH will either be the start date of the lease, if the Soldiers married before they signed the lease, or the date of marriage, if the Soldiers married after the start date of the lease.

3. Basic Allowance for Housing (BAH) Requests for Single Soldiers (SSG and below):

a. Soldiers are entitled BAH when authorized not to occupy government quarters without payment of rental charges. Soldiers must provide documentation in accordance with regulation and installation policy to initiate BAH entitlement.

b. The modular conversion of the 4th Infantry Division has created a single Soldier billeting shortage on Fort Hood. As a result, MG Simmons signed a memorandum entitled "Fort Hood Barracks Overflow Planning" on 10 January 2005. This memorandum created a new housing policy directing all proven SPC/CPL, all geographic bachelors, and SGTs and above move out of barracks spaces with authorization at the COL level.

c. This policy change affects three categories of Soldiers. Document requirements are different for each category.

- 1) Soldiers who are newly arriving at Fort Hood due to a PCS move**
- 2) Soldiers who are currently residing in barracks spaces but must now relocate to off-post.**
- 3) Soldiers currently deployed who were occupying barracks prior to their deployment but will be required to obtain off-post housing upon return.**

d. Documentation Requirements.

- 1) For Soldiers who are newly arriving to Fort Hood due to a PCS move:**

2) 13th Finance Group will automatically start BAH for all newly arriving SGTs and above.

3) Unit commanders must interview all SPC/CPL to determine if the Soldier is proven. If the commander determines the Soldier must reside off-post and barracks space is unavailable the unit prepares a DA 4187 authorizing the Soldier to reside off-post and obtains the first COL in the chain of command's signature. DA 4187 should state if the Soldier occupied barracks space while house hunting. If so, the DA 4187 must state the date the Soldier terminated barracks occupancy. The Soldier or the unit PAC submits the DA 4187 and a completed DA 5960 to their servicing finance. A sample of this type DA 4187 is attached.

4) Unit commanders must prioritize barracks space to PFCs and below. If the unit commander does not have space available for a PFC or below and the commander determines the Soldier must reside off post, the unit prepares a DA 4187 authorizing the Soldier to reside off-post and obtains the first COL in the chain of command's signature. DA 4187 should state if the Soldier occupied barracks space while house hunting. If so, the DA 4187 must state the date the Soldier terminated barracks occupancy. The Soldier or the unit PAC submits the DA 4187 to the DPW Real Property Branch along with a copy of the Soldier's lease or intent to lease and requests a Statement of Non-Availability. The Soldier or the unit PAC submits the DA 4187, a completed DA 5960, and the Statement of Non-Availability to their servicing finance.

a. For Soldiers who are currently residing in barracks spaces but now must relocate off-post:

b. For all proven SPCs and above the unit prepares a DA 4187 authorizing the Soldier to reside off-post and obtains the first COL in the chain of command's signature. DA 4187 must state "Soldier terminated or will terminate government barracks on __ (list date) __." The Soldier or the unit PAC submits the DA 4187 and a completed DA 5960 to their servicing finance. A sample of this type DA 4187 is attached.

c. Unit commanders must prioritize barracks space to PFCs and below. If the unit commander does not have space available for a PFC or below and the commander determines the Soldier must reside off post, the unit prepares a DA 4187 authorizing the Soldier to reside off-post and obtains the first COL in the chain of command's signature. DA 4187 must state "Soldier terminated or will terminate government barracks on __ (list date) __." The Soldier or the unit PAC submits the DA 4187 to the DPW Real Property Branch along with a copy of the Soldier's lease or intent to lease and requests a Statement of Non-Availability. The Soldier or the unit PAC submits the DA 4187, a completed DA 5960, and the Statement of Non-Availability to their servicing finance.

d. For Soldiers currently in Iraq who were occupying barracks prior to their deployment but will be required to obtain off-post housing upon return:

e. For all proven SPCs and above the unit prepares a DA 4187 authorizing the Soldier to reside off-post and obtains the first COL in the chain of command's signature. DA 4187 must state "Soldier terminated or will terminate government barracks on __ (list date) __." The commander may choose to do a blanket request, attaching a listing of the ranks, names and SSNs of the Soldiers moving off-post. If the commander chooses to do a blanket request the date listed must be consistent with when the commander reasonably expects all Soldiers listed to terminate occupancy of government provided quarters, including temporary barracks provided during house hunting. The unit PAC submits the DA 4187 to their servicing finance. The DA 5960 is not required for a blanket request of this nature. If the unit chooses to submit individual requests the DA 5960 is required. A sample of this type DA 4187 is attached.

f. Unit commanders must prioritize barracks space to PFCs and below. If the unit commander does not have space available for a PFC or below and the commander determines the Soldier must reside off post, the unit prepares a DA 4187 authorizing the Soldier to reside off-post and obtains the first COL in the chain of command's signature. DA 4187 must state "Soldier terminated or will terminate government barracks on __ (list date) __." The Soldier or the unit PAC submits the DA 4187 to the DPW Real Property Branch along with a copy of the Soldier's lease or intent to lease and requests a Statement of Non-Availability. The Soldier or the unit PAC submits the DA 4187, a completed DA 5960, and the Statement of Non-Availability to their servicing finance.

4. Pregnant Soldiers- pregnancy requires authorization to reside off post IAW Fort Hood Reg, 600-24. IAW 600-24, the pregnant Soldier is authorized BAH in the seventh month of pregnancy to ensure the establishment of a household before the delivery date of the child. Documentation required is a DA Form 5960, (signed by the company commander), DA Form 4187, requesting BAH (signed by company commander), copy of lease, copy of Soldier pregnancy profile. The effective date will be the start date of the lease, or the first day of the Soldier's seventh month as validated by the pregnancy profile.

III. Family Subsistence Supplemental Allowance (FSSA)

Any member of the Armed Forces serving on active duty and receiving full or partial BAS may participate in the FSSA program, provided they meet the criteria established in this instruction. Eligibility is based on a member's household size and income. If a member's income, together with the income of the rest of that member's household (if any), is within 130 percent of the poverty line as defined by the U.S. Department of Agriculture for a household of given size, that member is entitled to the FSSA. The FSSA program is voluntary. Members must apply and be certified in order to receive the FSSA payment. When a member is in a non-pay status for any reason, the member is not eligible for FSSA during that non-pay period.

1. Entitlement

The FSSA program increases a member's BAS by an amount intended to remove the member's household from eligibility for benefits under the U.S. Department of Agriculture's Food Stamp Program. FSSA shows on the LES as "SAVE PAY". FSSA is a monthly entitlement and will be paid in whole dollars equal to the amount required to bring that member's household income to 130 percent of the federal poverty line, not to exceed \$500. If a member is eligible for FSSA for less than a full month, the payment will be prorated for the number of days eligible during the month at a rate of 1/30th of one month's FSSA per eligible day served.

2. Soldiers may determine their own eligibility at the following website:
<https://www.dmdc.osd.mil.fssa/>

3. Application Procedures. Members will sign a printed copy of the Application, declaring that all information provided is accurate. The application can be printed out on the website after eligibility is determined. During participation in the program, any increases in household income of \$100 or more per month, or any decrease in the size of the household must be reported immediately to the certifying official. It is the member's responsibility to report these changes and failure to do so could result in termination of eligibility for the program and disciplinary action.

4. FSSA income may affect a household's participation in certain programs for which eligibility is based on income, such as subsidized school lunch programs, the Women, Infant and Children (WIC) Program, day care programs, and earned income tax credit (EITC).

5. If the member participates in the Food Stamp Program, FSSA income must be reported to the Food Stamp Office. Receipt of FSSA is likely to either render a member's household ineligible for food stamps or reduce the amount of food stamp benefits.

6. Re-Certification. The following events automatically require re-certification:

- a. When the monthly household income increases by \$100 or more, when compared to the amount of the member's current certified entitlement
- b. When there is any decrease to household size
- c. When promotion occurs, certification terminates the day prior to the effective date of promotion
- d. When executing a PCS move, certification terminates the day prior to the date the member officially checks in to the new duty station

7. An annual re-certification will be conducted for all participating members effective 1 February of each year. This date was chosen to take into account the typical 1 January pay

raises. If during re-certification it is determined that the amount of a member's FSSA entitlement will decrease based on an increase in the member's household income, recoupment of FSSA for the previous period of eligibility is not authorized so long as the \$100 income increase threshold was not exceeded.

8. Re-certifications must be performed within 30 days or after one of the above listed events. The effective date of re-certification shall be the day following the last day of the previous certification period. In cases where the member does not reapply within 30 days after certification has lapsed, this re-certification shall be treated as an initial application.

PERSONNEL ACTION <small>For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.</small>																																															
DATA REQUIRED BY THE PRIVACY ACT																																															
<small>Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on his/her own behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.</small>																																															
THRU: (Include ZIP Code) COMMANDER 1/97TH INF DIV FT. CARSON, CO 80913	TO: (Include ZIP Code) COMMANDER 4TH FINANCE BN FT. CARSON, CO 80913	FROM: (Include ZIP Code) COMMANDER HHC 1/97TH INF DIV FT. CARSON, CO 80913																																													
SECTION I - PERSONAL IDENTIFICATION																																															
NAME (Last, first, MI) DOE, JANE	GRADE OR RANK/PMOS (Enl only) E-3/PFC	SOCIAL SECURITY NUMBER 123-45-6789																																													
SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)																																															
The above member's duty status is changed from _____ to _____ effective _____ hours _____ 19____																																															
SECTION III - REQUEST FOR PERSONNEL ACTION																																															
I request the following action:																																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">TYPE OF ACTION</th> <th style="width: 50%;">Procedure</th> </tr> </thead> <tbody> <tr><td>Service School (Enl only)</td><td></td></tr> <tr><td>ROTC or Reserve Component Duty</td><td></td></tr> <tr><td>Volunteering For Oversea Service</td><td></td></tr> <tr><td>Ranger Training</td><td></td></tr> <tr><td>Reasgmt Extreme Family Problems</td><td></td></tr> <tr><td>Exchange Reassignment (Enl only)</td><td></td></tr> <tr><td>Airborne Training</td><td></td></tr> <tr><td>Special Forces Training/Assignment</td><td></td></tr> <tr><td>On-the-Job Training (Enl only)</td><td></td></tr> <tr><td>Retesting in Army Personnel Tests</td><td></td></tr> </tbody> </table>	TYPE OF ACTION	Procedure	Service School (Enl only)		ROTC or Reserve Component Duty		Volunteering For Oversea Service		Ranger Training		Reasgmt Extreme Family Problems		Exchange Reassignment (Enl only)		Airborne Training		Special Forces Training/Assignment		On-the-Job Training (Enl only)		Retesting in Army Personnel Tests		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">TYPE OF ACTION</th> <th style="width: 50%;">Procedure</th> </tr> </thead> <tbody> <tr><td>Reassignment Married Army Couples</td><td></td></tr> <tr><td>Reclassification</td><td></td></tr> <tr><td>Officer Candidate School</td><td></td></tr> <tr><td>Assgmt of Pers with Exceptional Family Members</td><td></td></tr> <tr><td>Identification Card</td><td></td></tr> <tr><td>Identification Tags</td><td></td></tr> <tr><td><input checked="" type="checkbox"/> Separate Rations</td><td></td></tr> <tr><td>Leave - Excess/Advance/Outside CONUS</td><td></td></tr> <tr><td>Change of Name/SSN/DOB</td><td></td></tr> <tr><td>Other (Specify)</td><td></td></tr> </tbody> </table>			TYPE OF ACTION	Procedure	Reassignment Married Army Couples		Reclassification		Officer Candidate School		Assgmt of Pers with Exceptional Family Members		Identification Card		Identification Tags		<input checked="" type="checkbox"/> Separate Rations		Leave - Excess/Advance/Outside CONUS		Change of Name/SSN/DOB		Other (Specify)	
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SIGNATURE OF MEMBER (When required)		DATE <div style="text-align: right;">1 FEB 20**</div>																																													
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)																																															
<p>INITIATE SOLDIER'S BAS EFFECTIVE 0*0201</p> <p>VOCO DATE Confirmed: 0*0201</p> <p>This VOCO was made while 1/97th's PAC was in the field. It was not prepared until the date of my signature. The soldiers was authorized to mess separately on the date specified in the VOCO.</p> <p style="text-align: right;">_____ ROBER L. BURGER, ILT, IN, Commanding</p>																																															
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL																																															
I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -																																															
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> HAS BEEN VERIFIED </div> <div> <input type="checkbox"/> IS APPROVED </div> <div> <input type="checkbox"/> RECOMMEND APPROVAL </div> <div> <input checked="" type="checkbox"/> IS DISAPPROVED </div> <div> <input type="checkbox"/> RECOMMEND DISAPPROVAL </div> </div>																																															
COMMANDER/AUTHORIZED REPRESENTATIVE ROBERT L. BURGER, ILT, IN, Commanding	SIGNATURE	DATE 1 FEB 0#																																													

DA FORM 4187
DEC 82

EDITION OF FEB 81 WILL BE USED.

USAPPC V2.10 COPY 1

**DEPARTMENT OF THE ARMY
HHC, 13th COSCOM
FORT HOOD, TX 76544**

WAKBTO

2 February 20**

**MEMORANDUM FOR Commander, 15 Finance Battalion, ATTN: Processing
Fort Hood, TX 76544**

SUBJECT: Letter of Lateness for DA 4187 Separate Rations Submission

- 1. PFC Billy, Bob received my authorization to mess separately on 1 January 20** prior to our deployment to the field. Due to my PAC accompanying us to the field, the DA 4187 was not prepared until the date of my signature on it.**
- 2. PFC Billy turned in his meal card at 1000 on the day prior to my authorization and was not and is not on a meal card.**
- 3. POC for this is SSG Tardy at 526-9978.**

/ S /

**ROBERT BURGER
CPT, QM
Commanding**

**(Figure 8-1)
(Figure 8-2)**

AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ), AND/OR VARIABLE HOUSING ALLOWANCE (VHA) <small>For use of this form, see 37-104-3; the proponent agency is ASA (FM)</small>				PRIVACY ACT STATEMENT								
1. NAME (Last, First, MI) DOE, JAN H				AUTHORITY: 37 USC 403; Public Law 96-343; EO 9397.								
				PRINCIPLE PURPOSE: To start, adjust or terminate military member's entitlement to basic allowance for quarters (BAQ) and/or variable housing allowance (VHA).								
				ROUTINE USE: To adjust member's military pay record, information may be disclosed to Army components, such as USAFAC, major commands, and other Army installations to other DOD components; other federal agencies such as IRS, Social Security Administration and VA, GAO, members of Congress; State and local government; US and State courts, and various law enforcement agencies. Social Security Number (SSN) is used for positive identification.								
2. SOCIAL SECURITY NUMBER 123-45-6789		3. GRADE PFC		DISCLOSURE IS VOLUNTARY: Nondisclosure may result in nonpayment of BAQ and/or VHA. Disclosure of your SSN is voluntary. However, this form will not be processed without your SSN because the Army identifies you for pay purposes by your SSN.								
4. TYPE OF ACTION												
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> START</td> <td><input type="checkbox"/> CANCEL</td> <td><input type="checkbox"/> CHANGE</td> <td><input type="checkbox"/> REPORT</td> </tr> <tr> <td><input type="checkbox"/> CORRECT</td> <td><input type="checkbox"/> STOP</td> <td colspan="2"><input type="checkbox"/> RECERTIFICATION</td> </tr> </table>								<input checked="" type="checkbox"/> START	<input type="checkbox"/> CANCEL	<input type="checkbox"/> CHANGE	<input type="checkbox"/> REPORT	<input type="checkbox"/> CORRECT
<input checked="" type="checkbox"/> START	<input type="checkbox"/> CANCEL	<input type="checkbox"/> CHANGE	<input type="checkbox"/> REPORT									
<input type="checkbox"/> CORRECT	<input type="checkbox"/> STOP	<input type="checkbox"/> RECERTIFICATION										
5. DUTY LOCATION (Include Station, Name, City, State, and Zip Code) 1/97TH INF DIV FT. CARSON, CO 80913				6. DATE/ACTION (YYMMDD) 010201		7. BAQ TYPE <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> WITH DEPENDENTS</td> <td rowspan="2"><input type="checkbox"/> PARTIAL</td> </tr> <tr> <td><input type="checkbox"/> WITHOUT DEPENDENTS</td> </tr> </table>		<input checked="" type="checkbox"/> WITH DEPENDENTS	<input type="checkbox"/> PARTIAL	<input type="checkbox"/> WITHOUT DEPENDENTS		
<input checked="" type="checkbox"/> WITH DEPENDENTS	<input type="checkbox"/> PARTIAL											
<input type="checkbox"/> WITHOUT DEPENDENTS												
8. MARTIAL/DEPENDENCY STATUS				9. QUARTERS ASSIGNMENT/AVAILABILITY								
a. SINGLE <input checked="" type="checkbox"/>		b. MARRIED (see blocks (1), (2) & (3)) <input type="checkbox"/>		c. DIVORCED (see blocks (1), (2) & (3)) <input type="checkbox"/>		a. ADEQUATE (see block (1)) <input type="checkbox"/>		b. INADEQUATE (see blocks (1), (2) & (4)) <input type="checkbox"/>				
d. LEGALLY SEPARATED (see blocks (1), (2) & (3)) <input type="checkbox"/>		e. DEPENDENT CHILD (see blocks (4), (5) & (6)) <input type="checkbox"/>		c. TRANSIENT (see block (3)) <input type="checkbox"/>		d. NOT AVAILABLE <input checked="" type="checkbox"/>						
(1) Spouse/Former Spouse SSN		(2) Spouse/Former Spouse Duty Station		(3) Date of Marriage, Divorce/Separation		(1) QUARTERS NO.		(2) FAIR RENTAL VALUE \$				
(4) Child in Custody of:		<input type="checkbox"/> Member		<input type="checkbox"/> Spouse		<input type="checkbox"/> Former Spouse		<input type="checkbox"/> Other				
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.				<input type="checkbox"/> MEMBER ELECTION (Member in grade E7 and above)						<input type="checkbox"/> COMMANDER DETERMINATION (Attached)		
(6) If child support received from another military member, complete (1), (2) & (3).												
10. DEPENDENTS/SHARERS (Continue on back if required)												
NAME OF DEPENDENT/SHARER				COMPLETE CURRENT ADDRESS (Include ZIP Code)				RELATIONSHIP		DOB OF CHILDREN		
DOE, BOB				112 S. GOOBER, COLO SPRGS, CO 8012				SPOUSE		N/A		
DOE, BILLY				SAME AS ABOVE				SON		990301		
11. CERTIFICATION OF DEPENDENT SUPPORT												
<input checked="" type="checkbox"/> I certify that I provide, or am will to provide adequate support for the above named dependents. I am aware that failure to support the above named dependents may result in stopping BAQ and recouping BAQ for any prior periods/nonsupport.												
IAW service regulations, I certify that the dependency status of my primary dependents, on whose behalf I am receiving BAQ, has not changed so as to affect my entitlement thereto for the period												
12. EXPENSES, IF AUTHORIZED, I AM REQUESTING VHA BASED ON												
<input checked="" type="checkbox"/> My permanent duty station:		<input type="checkbox"/> My dependent's location:		<input type="checkbox"/> Both my permanent duty station and dependent's location.								
a. Monthly Expenses:		Member		Dependent		b. Sharer/Lease Information			c. Address Information			
(1) Mortgage (PITI) or Rent		\$750.00				(1) Rental/Residential Address: 1122 S. GOOBER, CSC 80912			(1) Landlord's Name and Address:			
(2) Insurance						(2) Effective Date:			(3) Expiration Date:		(2) Landlord's Phone No.	
(3) Other						010201						
TOTALS		\$750.00				(4) Number of Sharers (show name(s) and address in block 10.)						
I certify ALL information regarding this authorization is correct. I will immediately notify the FAO/HRO of any changes in the information above, due to divorce, marriage, death, living in government quarters etc, which could affect by BAQ or VHA entitlement. IMPORTANT: Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.												
13. MEMBER'S SIGNATURE				14. DATE		15. CERTIFYING OFFICER'S SIGNATURE				16. DATE		
DOE, JANE /S/				010205		SSG INCHARGE, NCOIC, PAY INQUIRES /S/				010206		

DA FORM 5960, SEP 90

REPLACES DA FORM 3298, JUL 80 AND DA FORM 5545, JUL 86 WHICH ARE OBSOLETE

USAPPC V2.00

(Figure 8-3)

 8-10
 2/22/2006

APPLICATION FOR BASIC ALLOWANCE FOR QUARTERS FOR MEMBERS WITH DEPENDENTS <small>(Use only when determination of dependency must be made by USAFAC or AFAFC)</small>						
PRIVACY ACT INFORMATION						
1. AUTHORITY: Pub L. 9364, E. O. 9397, 93d Congress. 2. PRINCIPAL PURPOSE(S): Adjudication of claims for Basic Allowance for Quarters (BAQ), for primary doubtful and secondary dependents. 3. ROUTINE USES: To secure documents (DD Form 137-3, Marriage Certificates, Birth Certificates, etc.) from the claimed dependent to determine the relationship and dependency. Documents are evaluated to determine member's entitlement to BAQ and input is made to the Master Military Pay File to authorize BAQ. The documents are retained or returned to the dependent. 4. DISCLOSURE IS VOLUNTARY: However, unless the required information is furnished, the allowance will not be paid.						
SSN 000-56-1111	NAME OF SERVICE MEMBER (Last, first, middle initial) WORKER, HARD			PAY GRADE SPC		
STATION OR BASE FT. CARSON, CO			DATE OF ENLISTMENT OR DATE OF ENTRY ON ACTIVE DUTY (Whichever is later) (YYMMDD) 00 10			
1. I HEREBY CLAIM BASIC ALLOWANCE FOR QUARTERS FOR THE DEPENDENTS LISTED BELOW EFFECTIVE 01 02 (YYMMDD) (Date)						
2. FROM THE DATE INDICATED ABOVE, MY DEPENDENTS ARE:						
NAME OF DEPENDENT (Last, first, middle initial)		COMPLETE CURRENT ADDRESS		FAMILIAL RELATIONSHIP ¹	DATE OF BIRTH ² (YYMMDD)	
WORKER, LUCY		STREET 301 MAIN STREET		DAU	01 02	
		CITY FREEPORT	STATE NY			ZIP CODE 11 520
		STREET		CITY	STATE	ZIP CODE
		STREET		CITY	STATE	ZIP CODE
DATE (YYMMDD) OF PRESENT MARRIAGE		PLACE OF PRESENT MARRIAGE CITY STATE		IF ANY CHILD ABOVE HAS BEEN ADOPTED, SHOW DATE OF ADOPTION AND ADDRESS OF COURT ISSUING DECREE DATE (YYMMDD) ADDRESS OF COURT (City, State, and Zip Code)		
3. IF ANY CHILD(REN) NAMED ABOVE AND NOT IN LEGAL CUSTODY OF YOU OR YOUR SPOUSE, SHOW THE FOLLOWING.						
NAME OF CHILD (Last, first, middle initial)		NAME (Last, first, middle initial) OF PERSON HAVING CUSTODY		Amount of your monthly contribution for support of child \$ IF APPLICABLE		
WORKER, LUCY Relationship of custodian to child MOTHER		COMPLETE ADDRESS OF PERSON HAVING CUSTODY		If support of child is required by court order or divorce decree, show amount required. Specify amount per month/year. \$ IF APPLICABLE		
		STREET 301 MAIN STREET				
		CITY FREEPORT	STATE NY			ZIP CODE 11 520
4. DEPENDENCY INFORMATION (This section must be completed for all dependents other than lawful spouse and/or legitimate children under 21 years of age.)						
NAME(S) OF DEPENDENT(S) (Last, first, middle initial) (WHEN APPLICABLE)			Monthly amount of my contribution \$	Dependent's monthly income from other sources ³ \$	Dependent's monthly living expenses \$	
For unmarried child over 21 years of age, either physically incapacitated or mentally defective, attach a statement from a physician showing how long the child has been under his or her care and the cause and degree of incapacitation. If the child is in the custody of someone other than the member, a statement signed by the custodian showing amount of member's monthly contribution, method by which contribution is made, and actual monthly living expense of the child is also required.						
5. IF DIVORCED, SHOW THE FOLLOWING:				ADDRESS OF FORMER SPOUSE		
DIVORCE DECREE GRANTED BY NAME OF COURT STATE DATE (YYMMDD)		STREET		TYPE OF DECREE <input type="checkbox"/> Final <input type="checkbox"/> Interlocutor		
NAME OF PERSON FORMER SPOUSE REMARRIED (if applicable) (Last, first, middle initial)		CITY	STATE	ZIP CODE	Date decree is final (YYMMDD)	
6. Have any of the above named dependents served as a member of the uniformed services or participated in full time training duty with pay after the date shown in item 1 above? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
7. FIRST APPLICATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			DATE LAST APPLICATION FILED (YYMMDD):			
8. IMPORTANT NOTE: Making a false statement or claim against the U.S. Government is punishable by court martial. PENALTY: The penalty for willfully making a false claim or a false statement in connection with claims: A maximum fine of \$10,000 or maximum imprisonment of 5 years or both (18 U.S.C. 287-1001).			I will immediately notify the appropriate officer of any change in the dependency status of my dependents. The facts I have stated in connection with this request are correct.			
			Current Date (YYMMDD) 01 02 01		Signature of service member	
			Current Date (YYMMDD) 01 02 05		Signature of reviewing officer	
9. I have reviewed the attached supporting documentary evidence presented to establish dependency of the above named dependents and have satisfied myself that the statements made by the member are true and correct.						
TO BE COMPLETED BY USAFAC/AFAFC						
<input type="checkbox"/> Dependency of above named dependent(s) has been established effective _____ (YYMMDD).			<input type="checkbox"/> It has been determined that the above named individual(s) is/are not dependent on the service member for the following reasons:			
1/ Indicate if step or adopted child 2/ Children only 3/ Include interest, dividend or rental income and contributions from others toward household or living expenses.						

DD FORM 137, 84 FEB

EDITION OF JUNE 80 WILL BE USED

USAPFC V2.10

(Figure 8-4)

8-11
2/22/2006



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600

DAIM-ZA

0-9 MAR 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Authorization for Staff Sergeants (SSG) to Receive Basic Allowance for Housing (BAH) and Reside Off Post in the 50 United States

1. Effective immediately, the Secretary of the Army has approved a change to the Army's mandatory assignment policy in the United States for single Soldiers in the grade of Staff Sergeant (E6):
 - a. Single Soldier's at the rank of SSG and above stationed in the United States are authorized to move off post and receive BAH at the without dependent rate.
 - b. Single SSGs may compete for installation Senior Enlisted Bachelor Quarters previously identified for single Sergeant First Class (SFC) and above where assets exist on the installation.
 - c. Applicable personnel, housing, finance and installation regulations will be revised accordingly.
 - d. Adequate BAH, Basic Allowance for Subsistence (BAS), household goods movements, and dislocation allowances will be programmed in the Program Objective Memorandum for Single Staff Sergeant troop strength.
2. Exceptions to this policy are stated below:
 - a. Staff Sergeants may elect to remain in enlisted barracks for the duration of their current tour. Upon reassignment to a new duty station in the United States, SSG's will receive BAH at the without dependent rate and be required to reside off post at the new duty station.
 - b. Key and Essential personnel required to live on post will be determined by the local command.
3. Setting up household costs and household goods movement reimbursements:
 - a. Soldiers who currently reside in government quarters and elect to move off post at the current duty station will incur household goods movement at their own expense. A government paid move or reimbursement is not authorized.

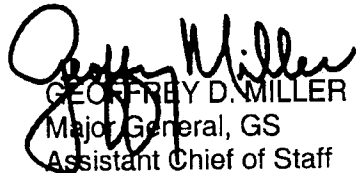
DAIM-ZA

SUBJECT: Authorization for Staff Sergeants (SSG) to Receive Basic Allowance for Housing (BAH) and Reside Off Post in the 50 United States

b. If required to vacate government quarters at the directive of the Government (e.g., because of repairs or renovations of enlisted barracks, troop surges, etc.), Soldiers in the rank of SSG will remain off post for the duration of their tour and costs for moves directed at the convenience of the Government will be borne by the Government.

4. All affected Soldiers will plan accordingly and unit counseling should occur prior to moving off post or permanent change of station. Soldiers will process through their local Community Housing Relocation and Referral Services (CHRRS) office to locate suitable off post rentals or for home purchases, and the local finance and accounting support office for assistance.

5. The point of contact for this action is Mr. George Lloyd at (703) 601-2511 or email george.lloyd@hqda.army.mil.


GEOFFREY D. MILLER
Major General, GS
Assistant Chief of Staff
for Installation Management

DISTRIBUTION:

COMMANDER

EIGHTH US ARMY (EAEN)
FORCES COMMAND (AFEN)
HQ US ARMY CORPS OF ENGINEERS (CELD)
MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND (SDG4-FE)
NETWORK ENTERPRISE TECHNOLOGY COMMAND (NETC-EN)
US ARMY CRIMINAL INVESTIGATION COMMAND (CIPL-EN)
US ARMY EUROPE AND SEVENTH ARMY (AEAEN)
US ARMY INTELLIGENCE AND SECURITY COMMAND (IAEN)
US ARMY MATERIEL COMMAND (AMCEN)
US ARMY MEDICAL COMMAND (MCEN)
US ARMY MILITARY DISTRICT OF WASHINGTON (ANEN)
US ARMY MILITARY ENTRANCE PROCESSING COMMAND (MEPCF)
US ARMY PACIFIC (APEN)
US ARMY ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT (DAIM-ZA)
US ARMY RECRUITING COMMAND (RCRS-CE)
US ARMY SPACE AND MISSILE DEFENSE COMMAND (SMDC-EN-1)
US ARMY SPECIAL OPERATIONS COMMAND (AOEN)

DAIM-ZA

SUBJECT: Authorization for Staff Sergeants (SSG) to Receive Basic Allowance for Housing (BAH) and Reside Off Post in the 50 United States

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US ARMY TEST AND EVALUATION COMMAND (CSTE-ELE)

SUPERINTENDENT, US MILITARY ACADEMY (MAEN)

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HQDA (DAIM-FDF)

HQDA (DAIM-FDH)

HQDA (DAIM-MD)

HQDA (DAIM-ZR)

HQDA (DALO-FPM)

HQDA (DALO-FPP)

HQDA (DAMI-PA)

HQDA (DAMO-TR)

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HQDA (DAMO-TRS)

HQDA (DAMO-ZR)

HQDA (DAPE-PRR-D)

HQDA (DAPR-DPC)

HQDA (MRMC-FRS)

DIRECTOR, INSTALLATION MANAGEMENT AGENCY (SFIM-Z IMA)

DIRECTOR, EUROPE REGION OFFICE (SFIM-EU RO)

DIRECTOR, KOREA REGION OFFICE (SFIM-KO RO)

DIRECTOR, NORTHEAST REGION OFFICE (SFIM-NE RO)

DIRECTOR, NORTHWEST REGION OFFICE (SFIM-NW RO)

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DIRECTOR, SOUTHEAST REGION OFFICE (SFIM-SE RO)

DIRECTOR, SOUTHWEST REGION OFFICE (SFIM-SW RO)

US ARMY INFORMATION SYSTEMS ENGINEERING COMMAND (AMSEL-IE-DE),

1435 PORTER STREET, SUITE 200, FT DETRICK, MD 21702-5047

US ARMY CORPS OF ENGINEERS (CECW-EI), 441 G STREET, N.W.,

WASHINGTON, DC 20314-1000

US ARMY CORPS OF ENGINEERS ENGINEERING & SUPPORT CENTER HUNTSVILLE

(CEHNC-IM), PO BOX 1600, HUNTSVILLE, AL 35806



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600

DAIM-ZA

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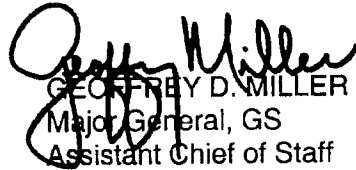
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SUBJECT: Authorization for Staff Sergeants (SSG) to Receive Basic Allowance for Housing (BAH) and Reside Off Post in the 50 United States

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(CEHNC-IM), PO BOX 1600, HUNTSVILLE, AL 35806

Basic Allowance for Housing (BAH) Requests for Single Soldiers (SSG and below) Who are Residing in Barracks on Post and Relocation to Off-Post is Directed

1. **Purpose.** To provide an overview of procedures to request Basic Allowance for Housing (BAH) for single Soldiers residing in the barracks on Fort Hood who are directed to relocate off-post.
2. **Discussion.** Soldiers are entitled BAH when authorized not to occupy government quarters without payment of rental charges. Soldiers must provide documentation in accordance with regulation and installation policy to initiate BAH entitlement. The modular conversion of the 4th Infantry Division has created a single Soldier billeting shortage on Fort Hood. As a result the III Corps DCG signed a memorandum entitled "Fort Hood Barracks Overflow Planning" on 10 January 2005. This memorandum created a new housing policy directing all proven SPC/CPL, all geographic bachelors, and SGTs and above move out of barracks spaces with authorization at the COL level.

3. **Procedures.**

A. **PFCs and below.**

1. Prepare a DA Form 4187. The unit PAC prepares a DA Form 4187 following the attached sample. The DA 4187 must state "Soldier terminated or will terminate government barracks on __ (list date) __." The first Colonel in the Chain of Command must sign the DA Form 4187.
2. Obtain a Statement of Non-Availability (SNA). Prepare a request for a statement of non-availability (SNA) in memorandum format. Submit the request, along with the signed DA 4187 and a copy of the Soldier's lease or intent to lease, to DPW Real Property Branch.
3. Submit to Finance. Prepare a DA Form 5960 following the attached sample. Submit the DA 4187 with Colonel signature, the DA 5960, and the DPW issued SNA to the servicing finance unit.

B. **SPCs and CPLs.**

1. Prepare a DA Form 4187. The unit PAC prepares a DA Form 4187 following the attached sample. The DA 4187 must state "Soldier terminated or will terminate government barracks on __ (list date) __." The first Colonel in the Chain of Command must sign the DA Form 4187.
2. Submit to Finance. Prepare a DA Form 5960 following the attached sample. Submit the DA 4187 with Colonel signature and the DA 5960 to the servicing finance unit.

C. **SGTs and above.**

1. Prepare a DA Form 4187. The unit PAC prepares a DA Form 4187 following the attached sample. The DA 4187 must state "Soldier terminated or will terminate government barracks on __ (list date) __." The company commander must sign the DA Form 4187.
2. Submit to Finance. Prepare a DA Form 5960 following the attached sample. Submit the DA 4187 with company commander signature and the DA 5960 to the servicing finance unit.

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.
PRINCIPAL: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).
ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.
DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)
 Commander
 Your Brigade
 Fort Hood, TX 76544

2. TO (Include ZIP Code)
 Commander
 Your Servicing Finance Battalion
 Fort Hood, TX 76544

3. FROM (Include ZIP Code)
 Commander
 Your Battalion or Company
 Fort Hood, TX 76544

SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)
 Hardcore, Joe A.

5. GRADE OR RANK/PMOS/AOC
 RANK

6. SOCIAL SECURITY NUMBER
 123-45-6789

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____
 _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Authorization to Reside Off-Post
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)
 Soldier must sign.

10. DATE (YYYYMMDD)
 20050401

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

The Above Soldier is authorized to reside off-post.

Soldier occupied government billets at Fort Hood. Soldier terminated or will terminate billets on __ (list date moved out) __.

***** SAMPLE - BAH SINGLE SOLDIER IN BARRACKS MOVING OFF-POST REQUEST *****

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☒ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)

1st O6 for SPC & Below; Co Cdr for SGT & Up

/S/

20050402

AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ), AND/OR VARIABLE HOUSING ALLOWANCE (VHA) <small>For use of this form, see 37-104-3; the proponent agency is ASA (FM)</small>				PRIVACY ACT STATEMENT													
1. NAME (Last, First, MI) Hardcore, Joe A.				AUTHORITY: 37 USC 403; Public Law 96-343; EO 9397. PRINCIPLE PURPOSE: To start, adjust or terminate military member's entitlement to basic allowance for quarters (BAQ) and/or variable housing allowance (VHA). ROUTINE USE: To adjust member's military pay record, information may be disclosed to Army components, such as USAFAC, major commands, and other Army installations; to other DOD components; other federal agencies such as IRS, Social Security Administration and VA, GAO, members of Congress; State and local government; US and State courts, and various law enforcement agencies. Social Security Number (SSN) is used for positive identification. DISCLOSURE IS VOLUNTARY: Nondisclosure may result in nonpayment of BAQ and/or VHA. Disclosure of your SSN is voluntary. However, this form will not be processed without your SSN because the Army identifies you for pay purposes by your SSN.													
2. SOCIAL SECURITY NUMBER 123-45-6789		3. GRADE RANK															
4. TYPE OF ACTION <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; text-align: center;"><input checked="" type="checkbox"/> START</td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> CANCEL</td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> CHANGE</td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> REPORT</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> CORRECT</td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> STOP</td> <td colspan="2" style="border: 1px solid black; text-align: center;"><input type="checkbox"/> RECERTIFICATION</td> </tr> </table>								<input checked="" type="checkbox"/> START	<input type="checkbox"/> CANCEL	<input type="checkbox"/> CHANGE	<input type="checkbox"/> REPORT	<input type="checkbox"/> CORRECT	<input type="checkbox"/> STOP	<input type="checkbox"/> RECERTIFICATION			
<input checked="" type="checkbox"/> START	<input type="checkbox"/> CANCEL	<input type="checkbox"/> CHANGE	<input type="checkbox"/> REPORT														
<input type="checkbox"/> CORRECT	<input type="checkbox"/> STOP	<input type="checkbox"/> RECERTIFICATION															
5. DUTY LOCATION (Include Station, Name, City, State, and Zip Code)																	
6. DATE/ACTION (YYMMDD)				7. BAQ TYPE <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> WITH DEPENDENTS</td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> PARTIAL</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input checked="" type="checkbox"/> WITHOUT DEPENDENTS</td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/></td> </tr> </table>				<input type="checkbox"/> WITH DEPENDENTS	<input type="checkbox"/> PARTIAL	<input checked="" type="checkbox"/> WITHOUT DEPENDENTS	<input type="checkbox"/>						
<input type="checkbox"/> WITH DEPENDENTS	<input type="checkbox"/> PARTIAL																
<input checked="" type="checkbox"/> WITHOUT DEPENDENTS	<input type="checkbox"/>																
8. MARTIAL/DEPENDENCY STATUS <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; text-align: center;"><input checked="" type="checkbox"/> a. SINGLE</td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> b. MARRIED <small>(see blocks (1), (2) & (3))</small></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> c. DIVORCED <small>(see blocks (1), (2) & (3))</small></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> d. LEGALLY SEPARATED <small>(see blocks (1), (2) & (3))</small></td> <td colspan="2" style="border: 1px solid black; text-align: center;"><input type="checkbox"/> e. DEPENDENT CHILD <small>(see blocks (4), (5) & (6))</small></td> </tr> </table>				<input checked="" type="checkbox"/> a. SINGLE	<input type="checkbox"/> b. MARRIED <small>(see blocks (1), (2) & (3))</small>	<input type="checkbox"/> c. DIVORCED <small>(see blocks (1), (2) & (3))</small>	<input type="checkbox"/> d. LEGALLY SEPARATED <small>(see blocks (1), (2) & (3))</small>	<input type="checkbox"/> e. DEPENDENT CHILD <small>(see blocks (4), (5) & (6))</small>		9. QUARTERS ASSIGNMENT/AVAILABILITY <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> a. ADEQUATE <small>(see block (1))</small></td> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> b. INADEQUATE <small>(see blocks (1), (2) & (4))</small></td> </tr> <tr> <td style="border: 1px solid black; text-align: center;"><input type="checkbox"/> c. TRANSIENT <small>(see block (3))</small></td> <td style="border: 1px solid black; text-align: center;"><input checked="" type="checkbox"/> d. NOT AVAILABLE</td> </tr> </table>				<input type="checkbox"/> a. ADEQUATE <small>(see block (1))</small>	<input type="checkbox"/> b. INADEQUATE <small>(see blocks (1), (2) & (4))</small>	<input type="checkbox"/> c. TRANSIENT <small>(see block (3))</small>	<input checked="" type="checkbox"/> d. NOT AVAILABLE
<input checked="" type="checkbox"/> a. SINGLE	<input type="checkbox"/> b. MARRIED <small>(see blocks (1), (2) & (3))</small>	<input type="checkbox"/> c. DIVORCED <small>(see blocks (1), (2) & (3))</small>															
<input type="checkbox"/> d. LEGALLY SEPARATED <small>(see blocks (1), (2) & (3))</small>	<input type="checkbox"/> e. DEPENDENT CHILD <small>(see blocks (4), (5) & (6))</small>																
<input type="checkbox"/> a. ADEQUATE <small>(see block (1))</small>	<input type="checkbox"/> b. INADEQUATE <small>(see blocks (1), (2) & (4))</small>																
<input type="checkbox"/> c. TRANSIENT <small>(see block (3))</small>	<input checked="" type="checkbox"/> d. NOT AVAILABLE																
(1) Spouse/Former Spouse SSN		(2) Spouse/Former Spouse Duty Station		(3) Date of Marriage, Divorce/Separation		(1) QUARTERS NO. _____		(2) FAIR RENTAL VALUE \$									
(4) Child in Custody of:		<input type="checkbox"/> Member		<input type="checkbox"/> Spouse		<input type="checkbox"/> Former Spouse		<input type="checkbox"/> Other									
(5) If you check "OTHER" above, prepare DD Form 137 to establish dependency.						(4) <input type="checkbox"/> MEMBER ELECTION <small>(Member in grade E7 and</small>				<input type="checkbox"/> COMMANDER DETERMINATION							
(6) If child support received from another military member, complete (1), (2) & (3).						(3) FROM: _____ TO: _____				(4) _____							
10. DEPENDENTS/SHARERS (Continue on back if required)																	
NAME OF DEPENDENT/SHARER				COMPLETE CURRENT ADDRESS (Include ZIP Code)				RELATIONSHIP		DOB OF CHILDREN							
11. CERTIFICATION OF DEPENDENT SUPPORT																	
I certify that I provide, or am will to provide adequate support for the above named dependents. I am aware that failure to support the above named dependents may result in stopping BAQ and recouping BAQ for any prior periods/nonsupport.																	
IAW service regulations, I certify that the dependency status of my primary dependents, on whose behalf I am receiving BAQ, has not changed so as to affect my entitlement thereto for the period																	
12. EXPENSES, IF AUTHORIZED, I AM REQUESTING VHA BASED ON																	
<input checked="" type="checkbox"/> My permanent duty station:				<input type="checkbox"/> My dependent's location:				<input type="checkbox"/> Both my permanent duty station and dependent's location.									
a. Monthly Expenses:		Member		Dependent		b. Sharer/Lease Information		c. Address Information									
(1) Mortgage (PITI) or Rent						(1) Rental/Residential Address:		(1) Landlord's Name and Address:									
(2) Insurance						(2) Effective Date:		(3) Expiration Date:		(2) Landlord's Phone No.							
(3) Other																	
TOTALS						(4) Number of Sharers (show name(s) and address in block 10.)											
I certify ALL information regarding this authorization is correct. I will immediately notify the FAO/HRO of any changes in the information above, due to divorce, marriage, death, living in government quarters etc, which could affect by BAQ or VHA entitlement. IMPORTANT: Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.																	
13. MEMBER'S SIGNATURE SOLDIER'S SIGNATURE				14. DATE 20050401		15. CERTIFYING OFFICER'S SIGNATURE LEAVE BLANK - FINANCE SIGNS				16. DATE							



DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

AFZF-DC

JAN 10 2005

MEMORANDUM: SEE DISTRIBUTION

SUBJECT: Fort Hood Barracks Overflow Planning

1. I expect Commanders at all levels to seek viable solutions to our billets needs while we execute transformation and the GWOT. This headquarters will provide 85% solution to the barracks requirements issues, the other 15% requirement issues can be taken care of by our senior non-commissioned officers.
2. All Commanders will maximize the use of barracks space by prioritizing barracks space assigned to Major Subordinate Commands to PVTs through PFC (E1 through E3) soldiers. All proven SPC/CPL (E4) and all geographic bachelors and SGT (E5) and above will move out of barracks space, authorized by the first COL/O6 in the chain of.
3. In support of the Garrison plan to house all our soldiers detailed in FRAGO 008 (MSO 04-07-052) enclosed, the following was agreed to on 21 December 2004:
 - a. The 1st Cavalry Division will house the 1-501 AVN BN and 1 CD band within it's footprint beginning 21 January 2005. The 1 CD will also provide a barracks for emergency overflow billeting beginning immediately through February 2005.
 - b. The 13th COSCOM will provide a total of five barracks buildings to 4th ID beginning in January 2005 until enough modular buildings are available to accommodate the 4th ID within its assigned footprint.
 - c. The 89th MP BDE will vacate a barracks over a 30-day period in JAN-FEB 05 and provide the space to 4th ID until enough modular buildings are available to accommodate the 4th ID within its assigned footprint. The 89th MP BN and MEDDAC will also continue to house 20 soldiers each from 13th FIN through June 05.
 - d. The 3d SIG BDE will provide one complete barracks to 4th ID in February 2005.
 - e. The 21st CAV will determine the requirements and feasibility of using NFH to house and train aviation units and report back to this office NLT 15 JAN 2005.

OPTIONAL FORM 99 (7-90)

FAX TRANSMITTAL

of pages

TO	UPT CHICAIZA	FROM	MR. CRAIG
DEPT/AGENCY	13th FIN	PHONE #	553-1533
FAX #	287-5058	FAX #	553-1535

NSN 7540-01-317-7388

5099-101

GENERAL SERVICES ADMINISTRATION

AFZF-DC

Subject: Fort Hood Barracks Overflow Planning

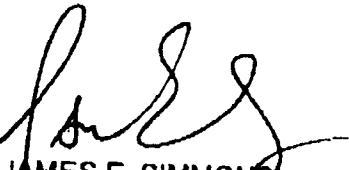
f. The Garrison will conduct weekly barracks coordination meetings to cross-level available barracks across the installation and report current status. Garrison will also set a mid-January 2005 date to finalize barracks overflow issues for MAR-APR 05 and schedule a counsel of Colonels NLT 31 January 2005 to agree on modular movements affecting III Corps.

4. In order to meet these challenges, III Corps and Fort Hood will continue to execute our transformation requirements while maintaining a "Combat Ready" posture. Let our commanders in the theater concentrate to fight the war, III Corps sets the example by leaving the rear situations commanded by the Rear Commanders.

5. Point of contact at Garrison is LTC Eric Rydborn at DSN 566-6669, commercial (245) 286-6669, and email: eric.rydborn@hood.army.mil. Point of Contact at III Corps G3 is Mr. Carlos Craig at (254) 553-1533, and email: carlos.h.craig@hood.army.mil.

3 Encls

1. Barracks Overflow Planning
2. FRAGO 008
3. Annex C (Operations) to FRAGO 008


JAMES E. SIMMONS
Major General, USA
Commanding

Distribution:

Cdr, 13th COSCOM	IG
Cdr, 4th ID	SJA
Cdr, 1st CD	Phantom Command
Cdr, 3rd SIG BDE	DOIM
Cdr, 21st CAV BDE (AC)	DeCA
Cdr, 504th MI BDE	DFAS
Cdr, 13th FIN GRP	DPSC
Cdr, MEDDAC	DOL
ACofS, G1	DPW
ACofS, G2	DCA
ACofS, G3	PAO
ACofS, G4	PMO/89TH MP BDE
ACofS, G5	DPTS
ACofS, G6	
RM	
SGS	
Protocol	
AG	

CHAPTER NINE

INCENTIVE PAY

A. GENERAL PROVISIONS: This chapter covers Parachute Pay, Flight Pay, Aviation Career Incentive Pay and Demolition Pay.

I. PARACHUTE DUTY PAY

A. GENERAL:

1. Qualified Soldiers are those who have received a designation as a parachutist or a parachute rigger or are undergoing training for such designations; who are required by competent orders, to engage in parachute jumping from an aircraft in aerial flight, and who meet the minimum performance requirements reflected in table 24-3 of DODFMR Vol. 7A.

2. Authority to issue orders requiring performance of parachute duty is delegated by the Secretaries to specific commanders within each service. Such delegations are contained in personnel regulations of the individual services.

B. JUMP REQUIREMENTS:

1. A jump during any given calendar month qualifies an eligible Soldier for parachute duty pay for that month, one preceding month, and one succeeding month; or that month and two preceding months; or that month and two succeeding months.

2. Parachute jumps performed under the following circumstances do not qualify a Soldier for entitlement to parachute duty pay:

a. Parachute jumps performed by a Soldier while on PCS or TDY/TDA not requiring parachute jumping as an essential part of duty; or while on leave.

b. Parachute jumps performed by any member of Reserve Component while on active duty for training (ADT) not requiring parachute jumps as an essential part of the duty.

C. PROCEDURES:

1. Competent orders will, upon request by authorized approving authority, be published by the Personnel Office and submitted to the Finance Office by Unit Transmittal Memorandum (UTM).

2. Termination orders must be published upon suspension, termination of duty, or PCS and submitted to the Finance Office by UTM.

3. The Finance Office must be notified by memorandum of the Soldier who did not meet the requirements for JUMP pay for any month. The memorandum will be submitted on a UTM.

II. FLIGHT PAY - CREWMEMBER AND NONCREWMEMBER

A. GENERAL: Soldiers under competent orders to participate in regular and frequent aerial flights as crew or non-crewmembers, who otherwise meet the requirements of section 2202 of the Department of Defense Financial Management Regulation are entitled to flight pay.

B. CREWMEMBER:

1. Non-rated/Non-designated officers are not authorized crewmember incentive pay.

2. Enlisted Soldiers, qualified IAW AR 600-200, whose performance of duty is essential to the operation of the aircraft may be placed on competent orders to perform crewmember duties. The total number of authorized personnel may not exceed the total authorized positions on the TOE/TDA.

3. Competent orders will, upon unit request, be published by the Personnel Office and submitted to the Finance Office on the UTM.

4. Termination orders must be published upon suspension, termination of duty, or PCS, and will be submitted to the Finance Office by UTM.

C. NONCREWMEMBER:

1. Non-rated/Non-designated officers and enlisted personnel, who are required to participate frequently and regularly in aerial flights in the performance of duties may be placed on competent orders to perform noncrewmember duties, IAW AR 600-106. The total number of authorized personnel may not exceed the total authorized position of the TOE/TDA.

2. Competent orders will, upon unit request, be published by the Personnel Office and submitted to the Finance Office on the UTM.

3. Termination orders must be published upon suspension, termination of duty, or PCS and will be submitted to the Finance Office on the UTM.

D. FLIGHT REQUIREMENTS:

1. Personnel authorized flight pay must meet minimum flight requirements IAW AR 600-106 in order to maintain entitlement. Basically, during each calendar month, Soldiers must perform four hours of aerial flight duty. However, if a Soldier fails to meet this minimum in any one month, flight hours which have not been used to qualify for pay over the preceding five months may be used to meet the flight time requirement. EXAMPLE: SGT Jones performed only three hours of flight duty during the month of August. A review of flight records indicate that flight hours over the past five months have been: March = 5; April = 6; May = 3; June = 3 and July = 4. SGT Jones does qualify for August since one additional hour from March may be applied to May, one excess hour from April may be applied to May, one excess hour from April may be applied to June, leaving the remaining additional hour from April to apply to August.

2. When the four-hour minimum cannot be met by using the previous months, the Soldier may qualify by performance of a total of eight flight hours in two consecutive months or a total of twelve hours in three consecutive months.

3. The Finance Office must be notified by memorandum of the Soldier not meeting the required flight requirement for a certain period of time. The memorandum will be submitted by UTM.

III. AVIATION CAREER INCENTIVE PAY (ACIP)

A. GENERAL: Entitlement to ACIP shall be restricted to regular and reserve officers who hold or are in training leading to , an aeronautical rating or designation and who engage and remain in aviation service on a career basis. Entitlement to ACIP may be on a continuous or conditional (month to month) basis. Officers above pay grade O-6 with over 25 years of aviation service are not entitled to ACIP, either continuous or conditional.

B. ENTITLEMENT:

1. Continuous ACIP: Qualification for entitlement to continuous ACIP is earned by completing a prescribed minimum number of operational flying years before reaching a specific control or gate year of aviation service. The detailed

requirements are described below. Entitlement to continuous ACIP ceases for an officer (other than a warrant officer) upon completion of 25 years of aviation service. Flight surgeons and other medical officers are not entitled to continuous ACIP.

2. An officer qualified for aviation service, except a flight surgeon or medical officer, is entitled to continuous ACIP starting when the officer entered flight training leading to the original rating or when appointed an officer, whichever is later, and continues until he or she completes 12 years of aviation service.

3. An officer qualified for aviation service (except a flight surgeon or other medical officer), who has performed at least 8 years of operational flying duty upon completion of 12 years of aviation service, is entitled to continuous ACIP for the first 18 years of aviation service.

4. An officer qualified for aviation service (except a flight surgeon or other medical officer), who has performed at least 10 (but less than 12) years of operational flying duty upon completion of 18 years of aviation service is entitled to continuous ACIP for the first 22 years of aviation service.

5. An officer qualified for aviation service (except a flight surgeon or other medical officer) who has performed at least 12 years of operational flying duty upon completion of 18 years of aviation service, is entitled to continuous AIP for the first 25 years of aviation service.

C. FLIGHT REQUIREMENTS:

1. During one calendar month - four hours of aerial flight. However, if an officer does not fly the minimum hours in any given month, hours flown during the five preceding months, which have not already been used to qualify for ACIP may be applied to meet this four hour requirement.

2. When flight hour minimums cannot be met by using the five previous months, the Soldier may qualify by performance of a total of eight flight hours in two consecutive months or a total of twelve flight hours in three consecutive months.

3. The Finance office must be notified by memorandum if requirements are not met for a certain period. This memorandum should be submitted by UTM.

IV. DEMOLITION DUTY PAY

A. GENERAL:

1. A Soldier entitled to basic pay who is required by competent orders to perform duty involving the demolition of explosives, as prescribed by service regulations, as a primary duty (including training for such duty) is entitled to demolition incentive pay.

2. Demolition incentive pay is payable for any full month, or is prorated under paragraph 240101 of DODFMR Vol. 7 for any portion of a calendar month during which a member under competent orders performs demolition duty by use of live explosives.

B. DUTY INVOLVING DEMOLITION OF EXPLOSIVES:

1. Effective 6 December 1984, duty involving the demolition of explosives is defined as shown below:

a. Demolish objects, obstacles or explosives by use of explosives, disarming or demolition, recover and render harmless explosives which have failed to function as intended or which have become a potential hazard.

b. Participate as student or instructor in training, included field training, for the duties described in paragraph (B.1.a) above, provided that live explosives are used in such training.

c. Participate in the proficiency training, including that conducted in the field, for maintenance of skill in the duties described in (B.1.a) above, provided that live explosives are used.

C. PROCEDURES:

1. Competent orders will, upon request by authorized approving authority, be published by the Personnel Office and submitted to the Finance Office on a UTM.

2. Termination of demolition duty incentive pay is automatic upon a Soldier departing the command.

3. Local commanders are responsible for ensuring that the Finance Office is informed when a Soldier fails to perform the monthly demolition duty required for the incentive pay.

2. Termination of demolition duty incentive pay is automatic upon a Soldier departing the command.

3. Local commanders are responsible for ensuring that the Finance Office is informed when a Soldier fails to perform the monthly demolition duty required for the incentive pay.